Approved by

resolution of management board of non-profit association International Educational Association of Estonia on [...][...]2014

STATUTES OF InteRnational Pre-School of Estonia

1. GENERAL PROVISIONS
   1. The name of the pre-school is International Pre-School of Estonia (hereinafter *pre-schoo*l). The name of the school in Estonian is Eesti Rahvusvaheline Eelkool.
   2. The pre-school is located at the address Juhkentali 18, 10132 Tallinn, Estonia.
   3. The pre-school is a pre-school child care institution which operates as a structural unit of the International Educational Association of Estonia (hereinafter *owner of school*) the management bodies of which are the head of the pre-school and the board of the pre-school
   4. The pre-school is a private school which provides pre-school education.
   5. The language of instruction of the pre-school is English.
   6. The language of administration of the pre-school is Estonian and alongside Estonian English is also used as a language of internal administration.
2. HEAD OF PRE-SCHOOL
   1. **Competence of head of pre-school** 
      1. Manages and represents the pre-school while adhering to the lawful orders of the owner of the pre-school and the board of the pre-school;
      2. Is responsible for the general state and development of the pre-school and for the intended and practical use of financial resources.
   2. **Functions of head of pre-school** 
      1. Once every six months, submits to the pre-school board an overview of development activities and the provisions of education at the pre-school, the financial status of the school and the use of revenues accrued in the form of tuition;
      2. Shall immediately give notice to pre-school board of any material deterioration in the financial status of the school and of any precept(s) issued by supervisory agency;
      3. Is responsible for the implementation of pre-school development plan and submits the annual overview of the fulfilment of the development plan of the pre-school;
      4. Prepares the draft budget of the pre-school and submits a report on the use of budgetary funds of the pre-school to the board of the pre-school;
      5. Approves the activity plan and daily schedule of the pre-school;
      6. Concludes, amends and terminates employment contracts with teachers and other employees;
      7. Calls a meeting of parents;
      8. Performs other functions arising from the legislation, the employment contract (incl. job description) and these statutes.
   3. The director issues directives within the limits of his/her competence which are mandatory for teachers and parents.
   4. **Procedure for appointment and removal of the head and term of authority** 
      1. The director shall be appointed and removed by the owner of the pre-school.
      2. The owner of the school concludes an employment contract for an unspecified term with the director pursuant to the procedure provided for in law.
3. PRE-SCHOOL BOARD
   1. **Competence of pre-school board**

The pre-school board is a collegial body the purpose of which work is to support the management of the pre-school as an advisory body to the director of the pre-school and the owner of the pre-school.

* 1. **Functions of pre-school board** 
     1. Submission of proposals for amendment of the statutes to the owner of the pre-school;
     2. Hearing of the annual overview of the fulfilment of the development plan by the director;
     3. Hearing of the overview of the director concerning the pre-school budget, the annual report and interim report of the owner of the pre-school;
     4. Making proposals to the owner and the director of the pre-school for the development of educational process;
     5. Adopting positions or making proposals in other questions which fall within the competence of the board pursuant to these statutes and legislation.
  2. **Procedure for appointment and removal of members of pre-school board and term of authority** 
     1. The owner of the pre-school shall appoint and remove the members of the pre-school board;
     2. The chairman of the pre-school board, a meeting of parents and the owner of the pre-school can make the proposal for the appointment of members;
     3. The member, the chairman of the school board who presented the member as a candidate, a meeting of parents or the owner of the school can make the proposal for the removal of a member;
     4. The owner of the pre-school approves the membership of the pre-school board for one year. The pre-school board consists of 4 members. The pre-school board consists of 4 members.
  3. **Membership of pre-school board**
     1. The director of the pre-school;
     2. One representative of the teachers whose candidate is elected by the teachers of the pre-school;
     3. One representative of the parents whose candidate is elected at a meeting of parents of the pre- school;
     4. One representative of the owner of the pre-school.
  4. The pre-school board elects a chairman and a vice-chairman from among its members.
  5. The meetings of the pre-school board shall be held at least once a quarter at the request of the chairman of the school board or director of the pre-school.
     1. The chairman of the board calls a meeting of the board;
     2. Notice of a meeting shall be sent to the board members at least five days before the meeting is held which shall set out the time and place of the meeting and the agenda.
  6. A meeting of the board has quorum if more than half of the board members participate in it.
  7. Every member has one vote upon voting.
  8. The resolutions of a meeting are deemed to be adopted if over one-half of the members’ votes who participated in the meeting were in favour.
  9. Minutes shall be taken of the board meetings. The minutes shall be signed by the chairman of the meeting and the recording secretary.

1. PROCEDURE FOR AMENDMENT OF STATUTES
   1. The director of the pre-school and the pre-school board have the right to make proposals for the amendment of the statutes of the pre-school.
   2. The amendments to the statutes of the pre-school shall be approved by the owner of the pre-school.
2. PRINCIPLES, CONTENT AND ORGANISATION OF STUDIES AND EDUCATION
   1. Taking into account the age, sex and individual needs and characteristics of each child, the main function of the pre-school is to:
      1. create possibilities and conditions for the formation of a healthy personality who is socially and mentally alert, self-confident and considerate of others and who values the environment;
      2. maintain and strengthen the health of the child and to promote his or her emotional, moral, social, mental and physical development.
   2. A positive environment which facilitates the development of children will be created in the pre-school where parents, children and teachers cooperate in order to achieve joint objectives.
   3. The organisation of studies and education shall be based on the curriculum of the pre-school and the rules established by the board.
   4. The curriculum of the school has been drawn up on the basis of the curriculum of the International Baccalaureate Organization. Amendments to the curriculum of the pre-school shall be made by the board and approved by the owner of the pre-school. The amendments shall be submitted to the Ministry of Education and Research for registration within ten days as of their approval.
   5. The whole curriculum of the pre-school is electronically available at the pre-school website and as a hard copy at the secretary of the school.
   6. The pre-school shall operate pursuant to the Republic of Estonia Education Act, the Republic of Estonia Child Protection Act, the Pre-school Child Care Institutions Act, the Private Schools Act, other legislation and these statutes.
3. PROCEDURE FOR ADMISSION OF CHILDREN TO PRE-SCHOOL AND FOR EXCLUSION AND GRADUATION FROM PRE-SCHOOL
   1. Children are admitted to the pre-school if there are vacant place on the basis of a child’s legal representative’s application.
   2. The director of the pre-school shall conclude an education contract on behalf of the owner of the pre-school with a child’s legal representative. The pre-school assumes an obligation in the education contract to provide the child with education which conforms to the curriculum and the child’s legal representative undertakes to follow the internal rules of the school.
   3. A child shall be excluded from the pre-school list if:
      1. the child’s legal representative has submitted the application for the exclusion of the child from the list;
      2. the child completes the curriculum of the pre-school.
   4. A child may be excluded from the pre-school in the following cases:
      1. the child’s legal representative materially and/or repeatedly breaches the education contract, the statutes of the owner of the pre-school, the internal rules of the pre-school or any other rules established by the owner of the pre-school;
      2. a child and/or his/her legal representative has caused material damage to the pre-school and has damaged the reputation or honour of the pre-school;
      3. the child’s legal representative does not duly pay the tuition fee in accordance with the education contract;
      4. for other good reasons and in the cases provided for in law.
   5. Upon exclusion of the child, the owner of the pre-school shall be immediately paid the tuition fee subject to payment at the time of exclusion and other amounts.
   6. Children who have completed the pre-school curriculum shall be issued a readiness for school card.
4. RIGHTS AND DUTIES OF TEACHERS AND OTHER EMPLOYEES
   1. The employees of the pre-school are the teachers (incl. the director), a health care professional, employees who manage the child care institution and employees who assist the teachers (hereinafter *staff*).
   2. The director shall appoint the staff of the pre-school institution.
   3. The director shall sign, amend and terminate the contracts with the staff pursuant to the legislation.
   4. **Rights of teachers**
      1. To participate in development activities of the pre-school;
      2. To make proposals to the management for better organisation of the pre-school work;
      3. To turn to their direct supervisors or the management for instructions;
      4. To request from the management the existence of work equipment which is necessary for their work and ensuring the working conditions;
      5. To receive in-service training, if necessary;
      6. To have appraisal and performance interviews.
   5. **Duties of teachers** 
      1. To actively participate in the pre-school work pursuant to the employment contract (incl. job description);
      2. To consistently cooperate with parents;
      3. To engage in professional self-improvement;
      4. To be informed about children’s progress and development;
      5. To follow the established curriculum, activity plan and daily schedule;
      6. To give account of their work if so requested by the pre-school board or the head of the pre-school.
   6. **Rights of other pre-school employees** 
      1. To make proposals to the management for better organisation of the work;
      2. To turn to their direct supervisors or the management for instructions;
      3. To request from the management the existence of work equipment which is necessary for their work and ensuring the working conditions;
      4. To receive in-service training, if necessary;
      5. To have appraisal and performance interviews.
   7. **Duties of other pre-school employees** 
      1. To actively participate in the pre-school work pursuant to the employment contract (incl. job description);
      2. To engage in professional self-improvement;
      3. To take care of children;
      4. To give account of their work if so requested by the pre-school board or the head of the pre-school.
   8. The function of teachers and other pre-school employees is to provide a learning and educational environment relying on mutual respect and understanding between children and teachers and cooperation with children’s homes.
   9. The function of the staff is to provide supportive services in order to guarantee that the work of the pre-school is carried out without any disturbances, to have an account over the assets of the pre-school and ensure the order of the assets.
   10. It is prohibited for the staff to disclose any information which is not subject to disclosure pursuant to the legislation, an employee’s employment contract or the documents established by the owner of the pre-school, including the information obtained from a child concerning the family of the child.
   11. More detailed functions, rights and duties and liability of the pre-school staff shall be determined by the administration procedure and work organisation rules of the pre-school, employment contract (incl. job description) and the legislation.
5. BASES AND PROCEDURE FOR ESTABLISHMENT OF TUITION FEES, GRANT OF RELIEF THEREFROM AND GRANT OF DISCOUNTS AND EDUCATION ALLOWANCES d
   1. The size of the tuition fee shall be determined by the owner of the pre-school and it shall not be changed during an academic year.
   2. The size of the tuition fee shall not be increased between two academic years by more than ten (10) percent unless otherwise provided for in the contract signed between the owner of the pre-school and the child.
   3. The owner of the pre-school shall decide on relief from tuition fee and granting discounts and education allowances.
   4. For the purpose of receiving a relief from the tuition fee or to be granted a discount or an education allowance, a child’s legal representative shall submit the owner of the pre-school a reasoned application in a format which can be reproduced in writing. The owner of the pre-school shall decide on their discretion whether to satisfy the application or not. The owner of the pre-school shall make the corresponding decision within one month as of the submission date of the application.
6. CLOSURE OF PRE-SCHOOL
   1. The owner of the pre-school is required to initiate the closure of the pre-school if:
      1. the pre-school does not hold an education licence for six months;
      2. a liquidation procedure has been initiated against the owner of the pre-school;
      3. the owner or the board of the pre-school has decided that it would be impractical for the pre-school to continue its operations;
      4. the closure is prescribed by law.
   2. Students, parents, employees and the Ministry of Education and Research shall be informed of the closure of the pre-school at least four months in advance.