



**TALLINN
INTERNATIONAL
KINDERGARTEN**

Tallinn International Kindergarten

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TALLINN INTERNATIONAL KINDERGARTEN

Admission Policy

Tallinn, Estonia 2026



Introduction

Tallinn International Kindergarten (TIKi) is dedicated to providing a nurturing, inclusive, and stimulating environment for children. We believe that early childhood education is the foundation for lifelong learning and personal development.

As an IB PYP Candidate School, we are committed to the IB mission to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world. Our admission process supports access for families who value an inquiry-based, international education and wish to engage in a community that promotes global-mindedness and respect for others.

This policy outlines the procedures and criteria for admission to TIKi.

Inclusion and Diversity

TIKi welcomes children from all cultural, linguistic, and social backgrounds. We strive to create a diverse and inclusive learning environment that reflects our international community and the values of the IB.

As part of the admission process, families are asked about the child's home language(s) to support language development planning and provide appropriate support for English language acquisition while respecting and celebrating the child's home language(s).

Admission decisions are made in line with the school's commitment to inclusion, child well-being, and the school's ability to provide meaningful access to learning and appropriate support.

Age Groups

TIKi offers the following age groups:

- **Daycare Group (DC):** For children aged 18 months to 2 years as of September 1st.
- **Nursery Group (NG):** For children aged 2 to 3 years as of September 1st.
- **Kindergarten 1 (K1):** For children aged 3 to 4 years as of September 1st.
- **Kindergarten 2 (K2):** For children aged 4 to 6 years as of September 1st.



Admission Procedure

- **Step 1: Application Form:** Parents must complete an online application form available on the TIKi website and submit the required information, including child's birth date, address, relevant medical or special needs information.
- **Step 2: Application Review:** Upon receiving the application, our admissions team will carefully review each submission to ensure that all required information is provided. We may contact parents or guardians for any missing or additional information if needed. This process helps us assess the suitability of the application and determine the next steps.
- **Step 3: Interview and Visit:** After reviewing the application and confirming that all information is complete, a meeting and tour of the kindergarten will be scheduled for the family. During the visit, parents and children will have the opportunity to observe the learning environment and ask questions about the school's programs and policies. The visit also helps the school understand the child's developmental stage, social maturity, language background, and any support needs in order to plan for a positive transition into the programme. The Deputy Director reserves the right to include other pedagogical team members to gain a comprehensive understanding of the child's needs and suitability for the program.
- **Step 4: Offer of Place:** If a place is available and the child meets the school's criteria, parents will receive an offer of admission. Parents must confirm their acceptance of the place within a specified time frame.
- **Step 5: Enrollment:** Upon acceptance, parents will be asked to complete the formal enrollment process, including providing any additional information or forms required by the school.

Priority for Admission

Tallinn International Kindergarten enrolls the children according to the Acceptance Priority

- Siblings of currently and previously enrolled students
- Children of diplomats
- Children of employees of the European Union institutions and agencies
- Children of foreigners living and working in Estonia

Places upon availability

- Local children whose mother tongue / dominant language is Estonian or Russian



Support for Learning and Well-being

TIKi strives to support children with diverse learning and developmental needs. Each child's educational requirements will be considered on a case-by-case basis, and the school will work with parents to ensure appropriate support. If additional resources are required, the school may ask for an assessment from relevant professionals.

Tuition Fees

Tuition fees are outlined in the document, which is available on the website and upon request. Tuition fees are reviewed annually and are subject to change. Payment schedules and methods will be outlined in the enrollment contract.

Withdrawal Policy

If parents wish to withdraw their child from TIKi, they are required to submit written notice at least one full calendar month in advance. Failure to provide adequate notice may result in the forfeiture of any deposits paid.

Confidentiality

All personal information provided during the admission process will be kept confidential and will only be used for administrative and educational purposes in accordance with privacy laws.

Admission Policy Review

This policy is published on the school website, shared with prospective and enrolled families, and reviewed annually by the leadership team.

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Contact Information

For further information regarding admissions, please contact:

Tallinn International Kindergarten

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