



Timuti street 24,
Tallinn, Estonia
<http://www.kolde.edu.ee/>



Organisation Description

Our organisation is Tallinn's Kolde Kindergarten. It is a municipality kindergarten in Tallinn. It is located in a part of Tallinn named Pelgulinn, which is close to the city centre and to the beach. Our kindergarten is quite old. It was established already in 1929, but in this building on Timuti street it has been since 1954. In 2012-2013 the building was fully renovated. In this year the kindergarten will celebrate its 88th anniversary.

Tallinn's Kolde Kindergarten has 5 groups where pre-school education is given for children aged between 2 to 7 years. Every group has two teachers. We also have specialised teachers for music and sport activities. There are 11 teachers and 9 other employees in total. Working hours of the groups are from 7 am to 7 pm. Food is provided to children three times per day. After lunch is nap time. Every group has its own room where daily activities and educational lessons are carried out, such as games, art, music and sport activities. Weekly activities include:

- observing and exploring
- listening and speaking
- reading and writing
- comparing and calculating
- visual arts (painting, modelling)
- music
- physical education

All activities are planned and defined in kindergarten's curriculum.



In addition, if interested, children can take singing and dancing lessons two times a week. Also, football lessons are two times in a week (only for children aged 5-7).

Our kindergarten has many different traditions. For example, in autumn we have a day when children, parents and teachers plant flowers and other plants, paint fences and benches etc. In autumn it is time to harvest and tidy up flowerbeds.



In May, we usually we have a Family Day that is celebrated with different workshops, performances and with a picnic.





During the year we have different exhibitions and shows in the kindergarten's hall put together by children or their parents and teachers.



Naturally we celebrate every important traditional national day of Estonia.



We think it is very important to develop emotional and social qualities that are useful in children's life (like self-control, empathy, love, friendliness and kindness), therefore we have joined the program "Free of Bullying" (<http://kiusamisestvabaks.ee/about-us>) and also carry out environmental education.

Project Context

Tallinn is the capital and the largest city of Estonia, located in the Northern Europe in the north-western part of the Baltic Sea region. It is situated on the northern coast of the country, on the banks of the Gulf of Finland, 80 km south of Helsinki. The length of its coastline is 46 kilometres. The geographical location of the city is attractive for the investors from neighbouring areas such as Scandinavian countries and the north-western Russia. The total area of Tallinn administrative regions is 158 km². The population of Tallinn is 445 248: about 54% of which are Estonians, 35% Russians and 11% other nations. Tallinn's role in transit commerce between East and West has grown with every year, making up two thirds of the goods passing through. Estonia is one of the shortest and cheapest transit corridors between the European Union and developing eastern market.

The climate in Tallinn is characterised by fairly cold winter, a cool spring with little precipitation, a moderately warm summer and rainy autumn.

Proposed Activities

The aim of hosting a European volunteer in our kindergarten is to make small children become aware about life in other parts of the world (differences and similarities) by covering topics such as traditions, customs, religion, history, art, music, language etc. Each topic should be presented in a simple way so that children could understand it easily. Topics will be connected to children's everyday life. The task of the volunteer is to help the kindergarten personnel in their daily work with children. She/he can work in one age group or share the work between different groups depending on the volunteer's interest or ability. She/he will never work alone but under the supervision and guidance of our teachers.

Main tasks are as following:

- participating and helping teachers in lessons or in games (playtime) with children,
- preparing (or helping to prepare) lessons and materials for activities,

- helping our music teacher in music lessons: she/he can bring songs, games and sometimes teach simple songs in her/his language,
- helping to prepare festivals or holidays and exhibitions: teach songs, dances and drama. Put together exhibitions about her/his country,
- organising different events for teachers, such as culture clubs.

The volunteer is expected to take part in different activities, such as parties, excursions, study trips etc.

The volunteer is also expected to take part in other practical activities, such as assisting kids to get dressed to go out to play in the yard, gathering up toys or books after play time or lessons, helping kids before and after mid-day nap and during their meals.

In free hours, the volunteer can use the Internet in the kindergarten. Also, the volunteer will have the possibility to have lunch in kindergarten.

Profile of Volunteer and Recruitment Process

The project is open for all adults who are motivated and ready to work with small children. She/he should be highly motivated and like communicating with children and with teachers. Skills in music, art, drama or sport are an advantage, as well as some previous experiences with children. Valuable qualities for the volunteer are tolerance, openness, sociability, flexibility, and most importantly teamwork.

She/he should have a medical document confirming not being infected by the tuberculosis. She/he should have some knowledge in English, because the international communication language among our teachers is English.

Support

Accommodation will be arranged by coordinating organisation MTÜ EstYES.

Kolde kindergarten will try to encourage, advise and support the volunteer in daily matters, such as how to understand our culture, how to get to know Estonians, how and why might our daily life be different from their home country. We would also like to introduce the basics of Estonian language to the volunteer. The volunteer will also have the possibility to have lunch on working days.

Kolde kindergarten will ensure that the volunteer is trained and familiar with the volunteering work and have access to adequate safety equipment when needed. Kindergarten will provide a mentor for the volunteer, to whom she/he can turn in case of problems, doubts, concerns, etc. Kindergarten will ensure regular meetings with project supervisor to discuss the course of the EVS project and see where the shortcomings are and how potential problems can be solved.

We will ensure that the volunteer will get all the practical and psychological support from the organisation's staff or from professionals and in case of crisis it will be dealt at once with full seriousness on high professional level.

Risk Prevention, Protection and Safety

As our institution is a kindergarten, we can't offer work for people under 18 years old. As a kindergarten we are already offering safe environment (moral, mental and physical). For moral safety we also have a mentor and supervisor for the volunteer. Our personnel are helpful, joyful, ready to support and offer advise whenever volunteer should need it. For

physical safety our institution has special territory where strangers can't get in. Also for safe working in kindergarten there are established working procedures and house rules.