

## INSTRUCTIONS TO STUDENTS FOR THE RE-ENROLLMENT OF DAYCARE GROUPS FOR SCHOOL YEAR 2021-2022

### Re-enrollment of students in daycare groups is in the period of 15/2–8/3/2021

In the re-enrollment, the students in daycare groups choose the primary education group they will transfer to. Only the 5 year olds in the Mankkaa day care group may choose to continue in the day care group.

For re-enrollment, you will need your personal Eepos user ID and password which you have received either in the previous re-enrollment or when you started art school in the middle of the school year. The user ID was sent to you from [postitus@eepos.fi](mailto:postitus@eepos.fi). If you do not have a user ID, you can request it from the school's office ([toimisto@espoonkuvis.fi](mailto:toimisto@espoonkuvis.fi)).

The actual re-enrollment is completed in Eepos ([espool.eepos.fi](http://espool.eepos.fi)) by using your personal user ID, **NOT registering as a new student**. Before enrolling, please check that your contact details and picture permits are up to date. The same form is used to notify of any possible termination of study at the end of the spring semester.

### Re-enroll on time - late enrollment may result in the cancellation of your group or that you cannot continue in your current group.

The schedule is prepared after re-enrollment in March-April. The primary education group's time of meeting is emailed to the student immediately after the preparation of the schedule. **The timetables for the daycare groups will be notified subsequently, as the groups are also dependent on the new registered students as well as the timetables of the daycare.** The current students are entitled to change groups during April, before the places of the new registering students are confirmed in May. Groups are to be changed by contacting the office.

Please remember to update your changed contact details so that you receive your invoices - this is your responsibility. Use an email address that you check regularly. Adult students will receive the invoice by email, provided that we have the proper email address.

Should you have any questions, please contact the office of the Espoo Art School at: [toimisto@espoonkuvis.fi](mailto:toimisto@espoonkuvis.fi), tel. 09 4257 8920 (Tue-Fri 10am to 3pm)



Have a look at our summer courses at: [espoonkuvis.fi/kurssi-kerho/kesakurssit](http://espoonkuvis.fi/kurssi-kerho/kesakurssit)