Handbook for New Parents

Welcome to the International School of Helsinki!

www.ish.edu.hel.fi
Hello and welcome to the International School of Helsinki (ISH)! This New Family Handbook is designed to assist you in making the transition to Finland, Helsinki and ISH.

The PTO (Parent Teacher Organisation), of which you are automatically a member, is comprised of teachers and parents whose children attend the International School of Helsinki, and is an integral part of the ISH community. It aims to develop a closer connection between school and home by encouraging parent involvement. The PTO works to improve the environment at ISH through volunteer and, when possible, financial support.

You are welcome to join our efforts by sharing your skills, talents and ideas. The PTO meets monthly and organises a number of key ISH events throughout the year. It’s a great way to make new friends and participate in your child/children’s education. We welcome you to join us.

Best regards,

The PTO Team

ish.pto@gmail.com

International School of Helsinki

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Head of School – Dr. Allen Hughes
Upper School Principal - Robin Schneider
Lower School Principal - George Piacentini
PART ONE
Getting to Know Your ISH Community

ISH is a small school with a tight community. Parents are involved in school through the PTO, as homeroom parents or as members on the board of governors. Learn more about each of their roles and what makes the ISH community so special.

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The PTO Welcome Team is here to help...

We are a group of parents from many different countries with children of various ages - so you probably will have something in common with at least one of us!

Please contact us with your questions, whether big or small: ish.welcometeam@gmail.com

Languages and Translation

We are an international school where many different languages are spoken. The Welcome Team can help to put you in contact with other parents to help overcome any language barriers. Don’t be afraid to ask!

Parent Enrichment Seminars and Information Sessions

The parent enrichment seminars offer helpful information about living in Finland, the school’s curriculum, and parenting concerns. Guest speakers include school staff and experts from the Helsinki community. Refreshments are provided. The seminars will be advertised in the school’s weekly newsletter and on the PTO section of the ISH website.

Monthly Social Coffees

The social coffees rotate among various café locations throughout Helsinki. It’s an opportunity to enjoy new sights and socialize with other parents. Language is not an obstacle! If you want to build your confidence in English, we are willing to help. Come join us! These fun events will be advertised in the school’s weekly newsletter and on the PTO section of the ISH website.
Homeroom Parents

Homeroom parents are volunteers who assist their child’s classroom in many ways. They contact other class parents to advise them about upcoming events and activities, help with chaperones for field trips, organise class parties, and if needed, assist the teacher in the classroom.

Homeroom parents are assigned in the first few weeks of school, so it is not too late to volunteer, should you be interested in this role (it is possible to have more than one homeroom parent per class). Please contact the following coordinators:

Lower School: Sarita Maini
maini-sarita@hotmail.com

Upper School: Ruki Kishore
devinderuki@gmail.com

Homeroom parents also organise grade-level coffee mornings. The initial grade-level coffee mornings will be held in August, organised in conjunction with the PTO Welcome Team.

Your homeroom parent will contact you upon your arrival at ISH to get your contact details so you will be informed on what is happening in your child’s class. She will also introduce you to the rest of the parents in that class.

If you are arriving mid-year, the homeroom parents for all grades are listed in the front of the ISH telephone directory.
ISH board of governors and committees

The school’s governing body is called the ISH board of governors and is composed of nine volunteers, mostly parents, who are elected by the Parents’ Association, whose members are parents of children attending ISH.

The board holds regular monthly meetings, to discuss and take actions on various issues affecting the school. It also has specific committees to help implement key focus areas of the strategic plan.

All parents are welcome and encouraged to attend board meetings or be part of the various committees.

The ISH Board of Governors Responsibilities

**Personnel**
The board of governors is responsible for the hiring, development, motivation, evaluation and retention (or dismissal) of the head of school. All other personnel decisions are characteristically delegated to the head and his/her leadership team.

**Finance**
The board is responsible for developing (with the head of school and business manager) and approving an annual budget and a multi-year financial development plan in connection with the school’s strategic plan.

**Planning**
The board responsibility is to preserve the school’s present assets and to guarantee the its future through strategic planning.

**Policy Formulation and Adoption**
The board is responsible for the formulation of policy and its formal adoption. This is often accomplished at the committee level with a great deal of input from the head of school and his/her leadership team.

The leadership team

The head of school and principals make up the leadership team that is responsible for managing day-to-day operations of the school, including issues surrounding teachers, staff and curriculum.

The leadership team is:

- **Head of School**
  Dr. Allen Hughes

- **Upper School Principal**
  Mr. Robin Schneider

- **Lower School Principal**
  Mr. George Piacentini

- **Business Manager**
  Ms. Varpu Mäntyla

Please direct questions you have to the board of governors to:  
ish.board.governors@gmail.com
**PYP, MYP and DP : what are they?**

ISH has chosen the three programmes of the International Baccalaureate Organization (www.ibo.org) to bring its philosophy to life and put its mission into action.

K1 to Grade 5 is called the Primary Years Programme (PYP), Grade 6 to 10, the Middle Year Programme (MYP) and Grade 11 and 12, the IB Diploma Programme (DP).

At the core of all three programmes are the **ten aspirational qualities of an IB learner**. IB learners strive to be **inquirers**, **thinkers**, **communicators**, **risk takers**, **knowledgeable**, **principled**, **open-minded**, **caring**, **balanced**, and **reflective**. Together, these ten qualities constitute the **IB Learner Profile**. It is these qualities that inspire and motivate the work of teachers, students and the entire school community. 3 leaflets are available for you to understand what each programme is about, what the school want the children to able to do and understand, as well as how assessment works.

If you weren’t already given the one concerning your child, please look on the website www.ish.edu.fi or ask the main office for a copy.

**The Virtues Project**

Throughout the year, parents will hear references made to the “Virtues” or the “Virtues Project” and see that one “virtue” is focused on each week in the school newsletter.

The Virtues Project is a personal and professional development program purchased by ISH to help teachers, staff and parents bring out the best in our children and to serve as a pro-active anti-bullying campaign.

The project is centered on 52 universal virtues found at the heart of all spiritual traditions, such as respect, compassion, consideration, helpfulness, tolerance, peacefulness, diligence, and orderliness (to name a few). Teachers, staff and parents have had – and will continue to have – training made available to provide strategies that inspire the practice of virtues at school and at home in everyday life. You can learn more about the Virtues Project at this website: www.virtuesproject.com.

The school library has Virtues Project materials available for parents to check out. You may also contact the Upper School counsellor with any other questions you may have about this program and how it is incorporated into the learning and teaching culture at ISH.
ISH actively encourages quality interactions with parents. Parents are encouraged to take the initiative to contact the school if they have questions about their child’s programme. Also below are the main sources of information about the school:

**The weekly newsletter**
Every week, if you have indicated to the main office that you want to receive emails from school, you will receive a newsletter with essential news, upcoming events and reminders about ISH school life. This newsletter is a wonderful way to have a broad view of the school and a great opportunity to what is happening at ISH.

**The ISH website**
We recommend you go to the ISH website (www.ish.edu.hel.fi) on a regular basis as much information can be found on it. *It is one of the main sources of information between school and parents.* In the news section, you will find updates of what is happening in school.

**School calendar**
This calendar is updated at the start of each year and uploaded on the school website (www.ish.edu.hel.fi). In it you will have access to all events planned for the year and holidays. It is crucial that parents take note of holidays and school dates, as their child’s attendance at school is very important. They are, therefore, encouraged to schedule holidays outside the school session times. Note that you can customize the calendar to display events tailored to your interests. You can also receive alerts directly to your email or download it on your computer or phone.

**Moodle**
ISH is proud to be running/operating a full-service virtual learning environment known as Moodle. *Its purpose is to facilitate student/teacher interactions,* (mainly in upper school) giving access to what students do in class on a daily basis, allowing them to access documents and assignments at home over the Internet, and helping them to stay on top of their work and what is going on at school.

**Wilma**
ISH will be introducing during the first trimester of the 2011-2012 a secured platform called Wilma for effective communication between home and school. *In Wilma parents can send messages directly to teachers, see and clear absences, check schedules, view grades and monitor studies in general.* Wilma will also be used for official announcements from school in co-operation with the ISH website. Parents can choose to be alerted by email (and later in the year, by text message) when there is an uncleared absence, a message from a teacher or an announcement from the administration.
Home-School Communication & Contacting Others

The ISH Telephone Directory
This handy booklet is distributed during the first semester of school. It lists the contact details for all families at ISH. To create the directory, information is taken from the school’s database, so please ensure the school office has the most up-to-date contact information that you permit to be published.

Student Planner
Each student who will be having homework assigned, usually from grades 1 to 10, will be issued with a student planner at the beginning of the year, to help them keep record of their homework and assignments. Homework is an integral part of the school’s course of studies. It is given at the discretion of the teacher and varies in amount depending on grade level. It is an essential component of students’ education, helps reinforcing skills taught during the day and, more importantly, allow them to work on managing time effectively.

Report Cards and Progress Reports
Lower school students receive two report cards a year, one after trimester 1 and one at the end of the year, with teachers' comments on the student's progress on each units of study covered over the period. In upper school, students receive three report cards a year, at the end of each trimester. Students in upper school are also given a grade from 1-7 for achievement, where 7 is excellent and 1 is very poor, and an effort grade from 1-5, where 5 is excellent and 1 is unacceptable.
Note that for upper school, the first trimester report card will contain grades only and no comments. (Grade 12 students will receive comments and grades.) The second trimester report card will contain comments and grades. (Grade 12 students will receive grades only.) The third trimester report card will contain comments and grades for all students.

Parent/Teacher Conferences
These formal sessions between parents and teachers are scheduled in November and March each year following the distribution of the first and second trimester report cards. These conferences give parents the opportunity to discuss their child’s progress. With the report card for trimester one, parents will find information explaining the conferences and encouraging them to sign up for the meetings. Parents are welcome to bring a friend to interpret for them if they wish. Students should also attend the conferences wherever possible. ISH teachers will be delighted to see parents for informal conferences at any time during the school year. Email your teacher to book an appointment.
Drop Off and Pick Up

Lower School (Grades K to 5)
School begins at 8.45.
Lower school students must gather at the rear of the building between 8.30 and 8.45 and then line up by class before entering the building. This 15-minute drop-off time is supervised by school staff. Any drop-off that occurs before or after this time is unsupervised.

School finishes at 15.15.
Staff supervision of lower school students is not provided when classes are dismissed (except for students involved in the After-School Athletics and Activities programs). Parents of young children need to be on hand to provide supervision when they are dismissed.

Upper School (Grades 6 – 10)
School begins at 8.45 and finishes at 15.20

Upper School (Grades 11 and 12)
School begins at 8.10 and finishes at 16.10, depending on the student’s individual timetables.

Where to Park?

Staying in the car
The parking area at the front of the school on Selkämerenkatu, as well as directly to the side of the school on Messityönkatu, is designed only for delivery and pick-up of students. Your car can only stay in these places if you stay in it.

Leaving the car to go into school
There are two-hour parking spaces available further along Selkämerenkatu (not directly in front of the school) and also further along Messityönkatu.

You must display your blue parking disc, marking the time that you have parked your car; otherwise you risk a parking fine from the City of Helsinki. Parking for longer than two hours is available at the nearby Ruoholahti shopping centre.

DO NOT park
- on the pavement in front of the school or in the side or rear of the school
- on the pedestrian crosswalks, as it creates a very dangerous situation for the children entering and leaving school
- in the spaces reserved for the residents of the apartment buildings surrounding the school

School Routine

ISH is a nut-free school

School Lunches

The daily school lunch options are both nutritious and hearty. Students may choose between a hot meal, soup and salad bar, or a sandwich bar. Alternatively, students may bring a packed lunch from home.

The lunchroom is open from 12.00 to 13.50. Lower School students have lunch at 12.15. Upper school students have lunch at 1.00. Off-campus privileges are granted to students in grades 9, 10, 11 and 12. These students are allowed to leave the school at morning break at 10.20-10.40 and lunch recess 13.00-13.50.

The kitchen can cater to any food allergy or special dietary need your child may have. Please complete a “food allergy” form from the school nurse and return it to the kitchen or the school nurse.

Lunch Tickets
The easiest way to pay for the school lunch is with lunch tickets. Individual tickets or booklets of 10 tickets can be purchased at the Sodexo kiosk during opening hours, or you can contact the kitchen staff directly. Tickets can be paid for by cash, credit or bank cards.

Prices
K1, K2 €4,25 (includes also breakfast and afternoon snack)
All other students €4,40
Lower School Recess

Lower school students have a morning and an afternoon recess using the adjacent athletics field. Students may check out equipment from the school for use during the recess times.

ISH also shares the use of the public park next to the athletic field with the Ruoholahti community. It is not available for morning recess but is available for the lunch recess.

The diagram on the next page provides a guide for those parents who are unfamiliar with dressing children for a winter climate. If you need additional guidance, contact the PTO Welcome Team and we will be happy to help in any way we can.

Spirit Wear & P.E. Kit

ISH does not have an official school uniform. However, the PTO offers a range of spirit wear clothing, which feature the ISH logo and huskies theme. Items include polo shirts, sweatshirts, sweatpants, fleece jackets and other seasonal products. The PTO holds annual spirit wear sales, so watch for details.

Parents are required to supply their child with an appropriate P.E. kit. Students will undertake physical education classes at least two times a week, and it is best to be prepared and provide the kit in the first week of school. The kit should include shorts, a t-shirt, and shoes with non-marking soles for use in the gym. Ice skates are also required for the winter season (January to March). The P.E. teachers will keep you up to date with requirements throughout the year.

After-School Activities (ASA)

The ASA programme is divided into three seasons: autumn (fall), winter and spring. The goal of the ASA programme is to offer students both competitive and non-competitive activities and athletics options so they can become well-rounded individuals.

The International School of Helsinki is a full member of the Central and Eastern European Schools Association (CEESA), which allows ISH middle and high school students to take part in various CEESA competitions, events and tournaments.

To find out more about the ASA programme at ISH, please go to the Activities and Athletics section of the ISH website or send an email to activities@ish.edu.hel.fi.

The Sodexo Snack Kiosk and Snack Passes

The Sodexo snack kiosk, located at the entrance of the cafeteria, is open in the mornings and afternoons to help students keep their energy levels up during the whole school day. Students participating in after-school activities are encouraged to have a snack pass. Every time your child has a snack, the Snack Pass is stamped. Each snack pass covers 10 snacks.

The Sodexo snack kiosk is open Monday to Friday 08.30 to 12.00 and 15.00 to 15.30.
How to dress your child according to the weather in Finland?

Dress for the Weather

Finland has it all – snowy winters, pleasantly warm summers and colourful spring and autumn, but know how to dress!

Finland is full of interesting contrasts, such as the four seasons, the midnight sun and the period of darkness... The temperatures in Helsinki can vary from one day to the other rather rapidly due to the wind. It is important that you equip your child with the appropriate clothes, specific to each season.

**Summer** is short in Finland, and you can feel **autumn** approaching rapidly usually around mid-September.

As for **winter**, the snow season can begin in November. Dress warmly and enjoy it! Even if the thermometer says minus 20 centigrade, it doesn't feel as cold as you might think. The dry continental climate here doesn't feel as cold as the damp cold of central Europe. Also, Finns are used to this kind of weather, so it is easy to find the right equipment.

**Spring** comes later than in other European countries and is very short. There is often snow on the ground at the beginning of April, with a few crocuses poking their noses through the bare patches. In May everything grows so fast that you can almost see the grass growing and the leaves bursting forth, but temperatures can go from warm to cool quickly.
The purpose of the health programme at ISH is to supplement the efforts of parents and health authorities in educating students in health care.

The objectives are to:

• promote good, healthy habits among the students
• stimulate a safe, healthy and sanitary environment in the school
• assist in detecting physical, psychological, and social handicaps of students.

The school health education program is constantly revised to meet the needs of your children in an ever-changing environment.

During the year all students may take part in a general health check-up with the school nurse. In addition, students in grades 1, 5, 8 or 9, and 12 may have a medical examination by the school doctor.

The general health check-up will mainly include a follow up on your child’s overall wellbeing, growth, posture, development, vision and hearing. With your permission, your child can also receive basic immunisations.

For parents of all new students, please ensure you have completed the school’s “health record form” and have returned it to the school before the first day of classes. For the school to provide a safe environment for all students, it is important that your child has seen a physician and been screened for contagious diseases and has all immunisations.

To contact the school nurse or the school doctor call: 09 686 61 623.

When to keep your child home from school

As general guidelines, keep your child home if he or she:

• has a fever
• is not well enough to participate in class
• may be contagious to other children

If your child has been ill and is feeling better but has awakened with a minor problem, such as runny nose or slight headache, you can send him to school if none of the three circumstances listed above is present. Please make sure the school and your child have a phone number where you can be reached during the day if more serious symptoms develop and your child needs to return home.
The ISH library has over 20,000 items: books, videos, DVDs, CD-ROMs, magazines and online resources. This serves as a wonderful resource for the children, and parents are welcome to visit the library and encouraged to borrow items as well.

There is also a special collection of books and videos on parenting, transition and other educational issues. The library’s opening hours are Monday to Friday 8.30-16.00.

Examples of Resources on Making Transitions:

- Cultural Awareness for Children
- Managing Cross-Cultural Transitions
- The Moving Experience
- Help! We're Moving
- Survival Kit for Overseas Living
- Hidden Immigrants
- Notes from a Traveling Childhood
- My Neighbourhood (infant book)
- Raising Children Abroad (video)
- The Global Citizen
- Veikko-vaarin antiloopit (in Finnish)
- Kun työ vie maailmalle (in Finnish)
Translating Web Pages from Finnish

Much of what you want and need to know about settling in comfortably in Helsinki can now be found on the Internet. Many websites are in Finnish but have options for other languages (usually English and Swedish).

Google also has an online dictionary and option to translate websites into Finnish: www.translate.google.com. Google can’t translate every word, but usually it is enough to figure out what you need.

Another online dictionary is: www.ilmainensanakirja.fi

Useful Terms to Complete Forms

<table>
<thead>
<tr>
<th>Finnish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ilmoittautuminen</td>
<td>Registration</td>
</tr>
<tr>
<td>Perutus</td>
<td>Cancellation</td>
</tr>
<tr>
<td>Pakkoliset tiedot</td>
<td>Required information</td>
</tr>
<tr>
<td>Etunimi</td>
<td>First name</td>
</tr>
<tr>
<td>Sukunimi</td>
<td>Last name (surname)</td>
</tr>
<tr>
<td>Lähiosoite</td>
<td>Street name and number</td>
</tr>
<tr>
<td>Postinumero</td>
<td>Zip code</td>
</tr>
<tr>
<td>Postitoimipaikka</td>
<td>City</td>
</tr>
<tr>
<td>Sähköposti</td>
<td>E-mail</td>
</tr>
<tr>
<td>Puhelin kotiin</td>
<td>Home phone number</td>
</tr>
<tr>
<td>Puhelin töihin</td>
<td>Work phone number</td>
</tr>
<tr>
<td>Käsipuhelin or mobile</td>
<td>Cell phone number</td>
</tr>
<tr>
<td>Päivämäärä</td>
<td>Date (remember: day/month/year)</td>
</tr>
<tr>
<td>Sukupuoli</td>
<td>Gender</td>
</tr>
<tr>
<td>Mies (often just M)</td>
<td>Male</td>
</tr>
<tr>
<td>Nainen (often just N)</td>
<td>Female</td>
</tr>
<tr>
<td>Ikä</td>
<td>Age</td>
</tr>
<tr>
<td>Syntymävuosi</td>
<td>Birth year</td>
</tr>
<tr>
<td>Viesti</td>
<td>Message</td>
</tr>
<tr>
<td>Allekirjoitus</td>
<td>Signature</td>
</tr>
</tbody>
</table>
### Finnish

- Lääkäri
- Lääkäripalvelu
- Yleislääkäri
- Erikoislääkäri
- Häätunnuo
- Hammashäätunnuo
- Lastenlääkäri
- Yksityislääkäriasema
- Taksi
- Kampaaja
- Parturi
- Puhelinluettelo
- 24 tunnin palvelut
- Myrkytystietokeskus
- Terveysneuvonta
- Apteekki
- OTTO
- Saldo
- Laskunmaksu
- Nosto
- Viite
- Viitenro
- Summa
- Eräpäivä
- Saajan tilinumero
- Saaja
- Maksaja
- Lasku
- Lasku yhteensä
- Laskun numero
- Asiakasnumero
- Henkilö
- Yhteys henkilö
- Henkilömääriä
- Määrä
- Hinta
- Varaus
- Varausnumero
- Vahvistus
- Vahvistusnumero

### English

- Doctor
- Services by doctors or medical centres
- General doctor
- Specialist
- Emergency number
- Dentist
- Children’s hospital
- Private Clinic
- Taxi
- Hair dresser
- Barber (hair cutter)
- Phone book
- 24 h services
- Poison Information Center
- Health Services
- Pharmacy
- ATM machine
- Balance
- Payment
- Withdrawal
- Reference
- Reference number
- Amount
- Due date
- Payees bank account
- Recipient
- Payer
- Invoice
- Total amount
- Invoice number
- Customer number
- Person
- Contact person
- Number of persons
- Quantity
- Price
- Reservation
- Reservation number
- Confirmation
- Confirmation number
Finnish Language for Foreigners

There are a number of options in learning Finnish if you are interested.

www.helsinki.fi/kksc/language.services/english
www.kesayliopistohki.fi
www.helsinginaikuisopisto.fi
www.opisto.hel.fi
www.verbix.com/languages
http://yle.fi/opinportti/supisuomea/
donnerwetter.kielikeskus.helsinki.fi
www.finnishschool.com
www.transparentlanguage.com
www.languista.fi
www.galimatias.com
www.berlitz.fi
www.marckwort.fi
www.kielitalo.com

University of Helsinki
Helsinki Summer University
Institute of Adult Education
Adult Education Centre
Internet self-study
Internet self-study
Internet self-study
Internet self-study
Internet self-study
Private language school
Private language school
Private language school
Private language school
Private language school

English as a Foreign Language

ISH recognises the importance of good communication among parents and within the school. For those parents wanting to improve their English skills, some private language schools in Helsinki, as well as the University of Helsinki, offer English lessons. See listing above.
Public Transport

The Greater Helsinki area is serviced by an efficient network of buses, trams, trains and an underground metro system. Tickets can be bought onboard with the bus and tram drivers or at the train and metro stations. Better still is the use of the Travel Card, which you can load with money and use when required. Plus tickets bought using the travel card are cheaper than those purchased individually. Children aged 7 and under travel for free on public transportation, as do parents pushing a stroller. Senior citizens and full-time students pay a reduced fee.

For comprehensive information on the public transport network go to: www.hsl.fi/en
This website, in English, provides information on timetables, ticketing, use of the Travel Card, fares and has an excellent online journey planner under the "Timetables and Routes" section. By typing in your origin and destination, the journey planner gives you multiple options on how to get there using public transport.

The website also details how to purchase a single ticket using your mobile phone!

Where to get a Travel Card? – R-Kioski (there’s one near school) and the main railway station (Rautatientori). You will need to show your Finnish resident card to purchase the Travel Card.

Important Note: Travelling without a valid ticket can incur a fine of €80!

Online Map and Street Directory

The Greater Helsinki Area is made up of the cities of Helsinki, Espoo, Kauniainen and Vantaa. For online maps and street directories, go to
http://en.fonecta.fi
http://kartta.hel.fi

Note: Don’t use “www” in front of these links

National Bus and Railway Services


Bus - www.matkahuoito.info/lippu/en/

Taxi Services

Taxi Helsinki tel. 0100 0700 www.taksihelsinki.fi
Taxi Espoo, Vantaa, Kauniainen tel. 0100 7300
Step 1: Collecting Your Car
The Customs address to collect your vehicle from:
Finnsteve Oy Ab
PL 225 FIN-00181, Helsinki
+358 (0) 10 56560

Step 2: Registering Your Car
After collecting the vehicle, go to the Customs Office (Tulli) to register it.
Helsinki Vilhonvuorenkatu
PL 62,00501 Helsinki.
+358 (09) 6141

A number of documents are required for vehicle registration and to avoid payment of import tax. Following is an advisory list of documents required by the customs office, though it is possible they might require additional documentation depending on your circumstances.

Documentation showing that you intend to stay at least one year continuously:
- Reference (ie: letter from employer to prove employment in Finland)
- Passport
- Driving license
- Date of arrival in Finland (ie: flight ticket, stamp in passport)

Documentation proving ownership of vehicle:
- Commercial invoice with purchase price and proof of purchase
- Title deed
- Leasing contract
- Other clearance
- Receipt for VAT, in cases where value-added tax was paid in an EU member state on the acquisition price of a vehicle purchased in Finland

Note: If the car is registered in the name of one spouse and the other spouse is handling the registration process, a Power of Attorney is required. It can be written on a normal sheet of paper stating that you (your full name) are representing your spouse (date and signature of the owner).

Documentation showing vehicle was in use abroad for at least six months:
- Registration certificate
- Traffic insurance documents
- Shipping documents /other transportation documents
- Customs declaration
- Some other documents concerning the use of the vehicle (proof of Co2 compliance)
Step 3: Getting Your Car Inspected
The next step is to test that the vehicle is road worthy. You must make an appointment for the test and tell them that it is in order to register the car.

A useful site is [www.a-katsastus.fi](http://www.a-katsastus.fi)

Here you can find the closest Katsastus (car inspection center) to your house (under “Katsastusasemat” at right side of the page). There are several around and they are usually indicated with the sign Katsastus.

Step 4: Insuring Your Car
After the inspection is completed, you need to insure the car, which is done directly at the inspection center. They will provide some assistance in choosing your insurance, but it is recommended to consider your vehicle insurance options before this time. There are two major insurance companies in Finland: Pohjola and If...

[www.pohjola.fi](http://www.pohjola.fi)  [www.if.fi](http://www.if.fi)
Service in English Tel: 010 253 1333  Tel: 010 19 19 19
Open Mon-Fri 9.00 to 17.00  Open Mon-Fri 8.00 to 20.00

Have a look at their website and call both customer services to get comparative quotes. After making your choice, everything is very easy, as all can be done over the phone. The insurance company will instantly send a message to the inspection office proving proof that your car has been insured.

Foreign & Finnish Driver Licenses
For information about using a foreign license, obtaining a Finnish license or exchanging a foreign license for a Finnish license, you will find the following links useful: [www.poliisi.fi](http://www.poliisi.fi) and [www.expat-finland.com](http://www.expat-finland.com)
(look under “Living in Finland” and “Driving”.)

Finnish driver’s licenses are obtained through the police (Poliisi). To exchange a foreign license for a Finnish license, you must drive in Finland for a minimum of six months and then obtain your Finnish license within one year. We recommend that you start the process well in advance in order to anticipate complications in processing your license. If it is not completed in time, receiving a Finnish license can be an expensive and intensive process, which may include you having to take driving lessons and a written test. To expedite the process, ensure your current license is not expired nor will expire prior to applying for your Finnish license.

Note: The Poliisi requires not only your current license and documentation of when it expires, but also the date that it was issued. This may require contacting the relevant authority in your home country to get the date of issue.

Driving and Parking in Finland
Information on driving in Finland, including road and parking signs can be found on: [www.finnra.fi](http://www.finnra.fi)
Click on “Driving in Finland”

In particular, the link to the PDF document “Road signs and other devices of traffic control in Finland” provides full color images and descriptions in English.
Telephone & Internet

The above companies all provide fixed phone, mobile phone and Internet connection services.

Pre-paid SIM cards are readily available from various stores such as Elisa and the R-Kioski corner stores (there’s one very near to the school).

Calling from within Finland:
Finland’s country code is +358. To call within Finland, whether with a mobile phone or a landline phone, you just need to drop the +358 and dial the number which always starts with a 0.

Mobile phone numbers usually start with 040, 050, 045, 044 ...
prefix always dialed

Landline number in the Helsinki area usually have the following area code 09

To an international number:
operator prefix + country code + area code without the zero + number being called

Calling Finland from abroad:
To call Finland from abroad, whether with a mobile phone or a landline phone, you just need to dial Finland’s country code (+358) and drop the 0 in front the number you are calling.

Example land line
+358 9 (number being called)

Example mobile phone
+358 40 (number being called) or +358 50 (number being called)

Other options for cheap international calls:

- www.skype.com
  Use your computer or purchase a Skype phone for low international rates/calling plans.
- www.teleale.com
  Low international rates. Use 99533 plus the country code. Teleale does not charge any monthly service/billing fees. You are only charged for the calls you actually make and the charges will appear on your regular phone bill. This website is in Finnish only.
- www.skype.com

Television and Satellite TV

It is important to note that a mandatory TV licence fee (about €200/year) must be paid if you have one or more television sets in use in order to receive any broadcasts.

You can notify the authorities about your intention of using a television by phoning 09 613 161 or registering online at www.tv-maksu.fi/en

Cable TV is provided by www.welho.fi

Local providers of satellite TV include www.canaldigital.fi and www.viasat.fi

Local Newspapers and Media

YLE is the national broadcaster. For news in English go to www.yle.fi

The daily Helsingin Sanomat newspaper has an English version at www.hs.fi/english

The Helsinki Times is a weekly newspaper, published in English. www.helsinkitimes.fi
Banking & Withdrawing Cash

The ATMs in Finland are called “OTTO”. The Otto machines service all banks and there are no service fees for withdrawing cash from the Otto. The major banks in Finland include Nordea, Sampo, OP-Pohjola and Handelsbanken

www.nordea.fi (English version available)
www.sampopankki.fi (English version available)
www.op.fi (English version available)
www.handelsbanken.fi

It’s handy to know that when making a purchase of €50 or more using bank or credit card and your signature, you are required to show identification (ie. driver’s licence or identity card).

Stores hours

Supermarkets open:
from 8.00 until 20.00 or 21.00 on weekdays
from 8.00 until 18.00 on Saturdays
from 12.00 until 18.00 on Sundays

Smaller shops and specialty stores often open later, usually 10.00 and close earlier.

Special days that will impact opening hours
- New Year’s Day - 1 January
- Epiphany - 6 January
- Good Friday
- Easter Monday
- May Day (Vappu) - 1 May
- Mothersday - second Sunday in May
- Ascension Day - 6th Thursday after Easter
- Midsummer Day - Saturday closest to June 24th
- All Saint’s Day - 1 November
- Fathersday - second Sunday in November
- Independence Day - 6 December
- Christmas Eve - 24 December
- Christmas Day - 25 December
- Boxing Day - 26 December

Other Helpful Tips

In banks, pharmacies and at specialty counters in grocery stores such as the deli or bakery, you need to take a number in order to be served.

Grocery stores charge for plastic bags, so it saves to reuse them, or bring your own.

You must weigh most fruit and vegetables yourself and put the sticker directly on the produce or on the produce bag.

You must unload your own groceries from your cart and bag your own groceries.
Shopping

Grocery Stores

There are three main grocery store chains in Finland.

**Prisma & S-Market**
www.prisma.fi
www.s-kanava.fi

**K-Citymarket**
www.k-citymarket.fi

**Stockmann Deli**
www.stockmann.lv/portal/en/

The Prisma, S-Market and K-Citymarket chains have multiple store types, including standard-size, large format and convenience stores. These websites have store locators to help you find your nearest store.

In addition, there are a number of smaller chain stores such as Valintatalo and Siwa.

Loyalty Cards

The grocery stores and many other participating retail stores provide loyalty cards, which can provide some useful savings as well as monthly reward coupons. These cards are:

**K-Plussa**
(K-Market stores)

**S-Etukortti**
(S-Market stores)

**Ykkösbonus**

**Stockmann**
Ask at the customer service desk of these stores for information on registering for the loyalty card. Please note you will need your Finnish ID number and picture ID to sign up for these cards.

Department Stores

**STOCKMANN**
www.stockmann.fi
Helsinki City Centre
Aleksanterinkatu 52,
tel: (09) 1211

Helsinki Itäkeskus
Itäkatu 1,
tel. (09) 121 461

Espoo Tapiola
Länsituulentie 5,
tel. (09) 121 21

Vantaa Kauppakeskus Jumbo
Valuuttakatu 2,
tel. (09) 121 251

**SOKOS**
www.sokos.fi
Helsinki City Centre
Mannerheimintie 9,
tel. 010 765 000

Espoo Tapiola
Länsituulentie 12,
tel. 010 765 002
Shopping Centres and Malls

**Helsinki City Centre**

**FORUM**
www.forum.fi
Mannerheimintie 20
tel. 09 642 210

**KAMPPI**
www.kamppi.fi
Urho Kekkosenkatu 1
tel. 020 145 5601

**Helsinki East**

**ITÄKESKUS**
www.itakeskuskauppakeskus.fi
Itäkatu 1, Itäkeskus metro station
tel. 09 343 1005

**KAUPPAKESKUS COLUMBUS**
Vuosaari
www.columbus.fi
Vuotiie 45
tel. 09 2705 1155

**Helsinki**

**KAUPPAKESKUS RUOHOLAHTI**
www.kauppakeskusruoholahti.fi
Itämerenkatu 21
tel. 09 3417 0707

**Espoo**

**KAUPPAKESKUS SELLO**
Leppävaara
www.sello.fi
Leppävaarankatu 3-9
tel. 09 599 889

**ISO OMENA**
Matinkylä
www.isoomena.fi
Piispansilta 11
tel. 096 150 0250

**KAUPPAKESKUS LIPPULAIVA**
Espoonlahdenkatu 4
tel. 09 813 4381

**Vantaa**

**KAUPPAKESKUS JUMBO**
www.jumbo.fi
Vantaanportinkatu 3
tel. 09 7744 6030

**MYYRMANNI**
Myyrmäki Vantaa
www.myyrmanni.fi
Iskoskuja 3
tel. 09 7008 4141
Sports Stores

**BUDGET SPORT**
www.budgetsport.fi

**STADIUM**
www.stadium.fi

**INTERSPORT**
www.intersport.fi

**TOP-SPORT**
www.topsport.fi

**Used Sports Equipment**

**LAFKAN**
www.lafkan.fi
Thurmanin Puistotie 1, Kauniainen
Open: Tue, Wed, Fri 10-17, Thu 10-19 Sat 10-13

**HAMEENTIE 95, Helsinki**
Used sports equipment for adults and children.
09 753 3464

**Vantaa**
Kauppakeskus Jumbo
Vantaanportinkatu 3
tel. 09 7429 8600

**4RUNNERS**
www.megasport.net

**Helsinki**
Erottaja 9, 00130 Helsinki
Finland Phone 09 622 6340
Kamppi shopping center, 4 floor
Phone 09 6226 3444

**BIKE PLANET**
www.bikeplanet.fi

**PARTIOAITTA (North Face)**
www.partioaitta.fi

**Helsinki**
Helsinki City Centre, Yrjönkatu 36
tel. 09 586 8280
Helsinki Itäkeskus, Itäkatu 1 A
tel. 09 341 7700

**Espoo**
Tapiola, Itätuulentie 8
tel. 09 435 5420
Kauppakeskus Sello, Leppävaarankatu 3-9
tel. 09 849 3120

**Vantaa**
Kauppakeskus Jumbo, Vantaanportinkatu 3
tel. 09 759 9570

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**BUDGET SPORT**
www.budgetsport.fi

**STADIUM**
www.stadium.fi

**INTERSPORT**
www.intersport.fi

**Espoo**
Suomenoja, Isoniitynkuja 2
tel. 09 887 4150
Kauppakeskus Sello, Leppävaarankatu 3-9
tel. 09 7518 8500

**Vantaa**
Kauppakeskus Jumbo, Vantaanportinkatu 3
tel. 09 7744 0500
Kauppakeskus Myyrmäki, Iskoskuja 3 A
tel. 09 530 6220
Tikkurila, Lehdokkitie 4
tel. 09 873 1100

**TOP-SPORT**
www.topsport.fi

**Helsinki**
Itäkeskus, Itäkatu 1-5 A 45
tel. 020 754 1550

**Espoo**
Kauppakeskus Sello
Leppävaarankatu 3-9
tel. 020 754 1565

**Espoo**
Kauppakeskus Lippulaiva
Espoonlahdenkatu 4-6
tel. 020 754 1670

**Used Sports Equipment**

**LAFKAN**
www.lafkan.fi
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**Helsinki**
Erottaja 9, 00130 Helsinki
Finland Phone 09 622 6340
Kamppi shopping center, 4 floor
Phone 09 6226 3444

**BIKE PLANET**
www.bikeplanet.fi

**PARTIOAITTA (North Face)**
www.partioaitta.fi

**Helsinki**
Helsinki City Centre, Yrjönkatu 36
tel. 09 586 8280
Helsinki Itäkeskus, Itäkatu 1 A
tel. 09 341 7700

**Espoo**
Tapiola, Itätuulentie 8
tel. 09 435 5420
Kauppakeskus Sello, Leppävaarankatu 3-9
tel. 09 849 3120

**Vantaa**
Kauppakeskus Jumbo, Vantaanportinkatu 3
tel. 09 759 9570
**Arts and Crafts Stores**

**TIIMARI**  
www.tiimari.fi  
Numerous stores all around the metro area

**SINELLI**  
www.sinelli.fi  
Helsinki City Center  
Simonkatu 10, tel. 020 778 0633  
Yrjönkatu 38, tel. 020 778 0634

**Vantaa**  
Kauppakeskus Jumbo, tel. 020 778 0632

**SINOOPERI**  
www.sinooperi.fi  
Helsinki  
Kluuvin Kauppakeskus, Aleksanterinkatu 9, 2.krs tel.030 600 6230  
Vantaa  
Martinkyläntie 41, tel. 030 600 6600

**HOBBY POINT**  
www.hobbypoint.fi  
Kaampi Fredrikinkatu 6, Helsinki. Has a downstairs section full of model-making stuff, e.g., helicopters, cars, etc.

**Furniture Stores**

**ASKO OY**  
www.asko.fi  
Helsinki, Varikkotie 2 tel. 020 745 6600  
Espoo Suomenoja, Portti 1-5 tel. 020 745 5900  
Espoo Lommila, Espoonranta 25. Tel. 020 745 6000  
Vantaa Varisto, Martinkyläntie 47 tel. 020 745 5870  
Vantaa, Porttisuontie 1 tel. 020 745 6040

**IKEA**  
www.ikea.fi  
Espoo, Espoonranta 21 tel. 093 482 9400  
Vantaa, Porttisuontie 18 tel. 093 482 9400

**SOTKA**  
www.sotka.fi  
Helsinki  
Annankatu 33 tel. 020 745 6400  
Varikkotie 2 tel. 020 745 6630

Espoo  
Suomenoja, Portti 1–5 tel. (09) 5490 4550

**Vantaa**  
Porttisuontie 1

**VEPSÄLÄINEN**  
www.vepsalainen.com  
Helsinki  
Varikkotie 2B tel. 020 780 1210  
Lönnrotinkatu 11 tel. 020 780 1660

**Espoo**  
Suomenoja, Martinsillantie 10 tel. 020 7801 300  
Juvankartanontie 11 tel. 020 780 1471

**Vantaa**  
Porttisuontie 4 tel. 020 780 1200

**Fabrics Stores**

**EUROKANGAS**  
www.eurokangas.fi  
several stores in Helsinki and Espoo

**ISKU OY**  
www.isku.fi  
Helsinki  
Eteläesplanadi 20 tel. 029 086 4201  
Espoo  
Kuitimäentie 26 tel. 029 086 4100

**Vantaa**  
Martinkyläntie 47 tel. 029 086 4000

**TOYS STORES**

**TOYS R US**  
www.toysrus.fi  
Vantaa  
Voimakuja 2, 01510 Vantaa

**Espoo**  
Martinsilta, Martinsillantie 10, 02270 Espoo
Household Appliances & Electronics Stores

GIGANTTI
www.gigantti.fi
Helsinki
Itäkeskus
Visbynkuja 2
tel. 020 321 321
Espoo
Espoon tie 25

Suomenoja
Portti 1-5
tel. 020 321 321

Vantaa
Sähkötie 3
tel. 020 321 321

MUSTA PÖRSSI
www.mustaporssi.fi
Helsinki
Kamppi
Urho Kekkosenkatu 1A
tel. 09 684 4760
Itäkeskus
Asiakkaankatu 11
tel. 09 343 4530

Espoo
Sello
Leppävaarankatu 3-9
tel. 09 894 6720

Suomenoja
Isonniitynkuja 2
tel. 010 537 6050

Vantaa
Jumbo
Vantaanportinkatu 3
tel. 09 774 4530

Tammisto
Valimotie 18
tel. 010 537 6001

VEIKON KONE
www.veikonkone.fi
Helsinki
Helsinki Center
Aleksanterinkatu 21
tel. 020 731 5670

Itäkeskus
Kauppakartanonkatu 4
tel. 020 731 5630

Espoo
Suomenoja
Martinsillantie 10
tel. 020 731 5650

Vantaa
Iskoskuja 3b43
tel. 020 731 5610
Osumakuja 1-3
tel. 010 572 8150
Retail Park
Antaksentie 4
tel. 020 731 5680

VERKKOKAUPPA
www.verkkokauppa.com
Helsinki
Ruoholahti
Itämerenkatu 21,
tel. 09 6150 8741
BAUHAUS  
www.bauhaus.fi  
Espoo  
Suomenoja  
Rusthollarinkatu 6,  
tel. 09 5841 1400  

Vantaa  
Valimotie 19,  
tel. 09 5841 1200  

BILTEMA  
www.biltema.fi  
Helsinki  
Akseli 3,  
tel. 020 7609 530  

Espoo  
Ruukintie 8,  
tel. 020 7609 520  

K-RAUTA  
www.k-rauta.com  
Helsinki  
Varikkotie 2,  
tel. 010 532 5900  
Itämerenkatu 21,  
tel. 010 249 1000  

Käskynhaltijantie 10  
tel. 010 538 5100  

Espoo  
Isonniitynkuja 2,  
tel. 010 538 5400  

Nimismiehenpelto 3,  
tel. 09 348 381  

Vantaa  
Silvastintie 2,  
tel. 09 825 550  

Vanha Porvoontie 243,  
tel. 020 775 7575  

STARKKI  
www.starkki.fi  
Helsinki  
Sahaajankatu 6,  
tel. 09 759 859  

Valokaari 6  
tel. 09 759 8560  

Espoo  
Olarinluoma 20,  
tel. 09 759 8550  

Vantaa  
Voimalantie 4,  
tel. 09 759 8540  

Household &  
General Services  

Yellow Pages  
www.fonecta.fi  

Carpenters  
Matti Klemola  
Tel. 045 317 6916  

Michael Herve  
Tel. 044 084 0199  

Carpet, Rugs and Furniture  
Cleaning  
JV Direct - Juha Vuorinen  
Tel. 040 715 6161  

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Organic Food Stores

Organic is "luomu" in Finnish. Most grocery stores have organic products.

**Elotuuli**  
**Helsinki**  
Mannerheimintie 93  
tel. 09 241 2025

**Ruohonjuuri**  
[www.ruohonjuuri.fi](http://www.ruohonjuuri.fi)

**Helsinki**  
Salomonkatu 5  
tel. 09 445 465  
Itäkatu 5  
tel. 010 420 4200

Ethnic Food Stores

**Al-Marwan Oriental Food**  
**Helsinki**  
Kallio  
Fleminginkatu 21  
tel. 09 753 8179

**Aseanic Trading**  
**Helsinki**  
Sörnäinen  
Kolmaslinja 3  
tel. 09 876 1008

**Indian Market**  
**Helsinki**  
Hakaniemi  
Hakaniemen Torikatu 2  
tel. 09 7268 1166

**Indian Spices Super Market**  
**Helsinki**  
Hakaniemi  
Hämeentie 1 L 46  
tel. 09 7268 1166

**Dabin Oriental Food**  
**Helsinki**  
Sörnäinen  
Vilhovrenkatu 8  
tel. 09 6949 751

**Oriental Babylon Food**  
**Helsinki**  
Kaisaniemi  
At the Kaisaniemi metro shops

**Taj Mahal Afro Asian Market**  
**Helsinki**  
Hämeentie 5  
tel. 09 694 0712

**Thai-Asian Food Shop**  
**Helsinki**  
Hansakuja 4

**Vii-Voan**  
**Helsinki**  
Hakaniemi  
Hämeentie 3  
tel. 09 701 8210

**Tokyokan**  
**Helsinki**  
Helsinki Center  
Annankatu 20  
tel. 09 622 5553
Kauppatori (Market Square)
Opening hours are Mon-Fri. 6.30-18.00, Sat. 6.30–16.00
(From May - September it also runs on Sundays). Located at the end of Esplanadin puisto (Esplanadi Park) on the waterfront, it is the touristic market square where you will find stalls selling fruit and vegetables, fish from the boats on the harbour, furs from Lapland, and typical coffee places. Kauppatori used to be dominated by upper class shoppers. Nowadays it is a favorite of everyone.

Vanha Kauppahalli (Old Market Hall)
Opening hours are Mon-Fri 08.00-18.00, Sa. 08.00-16.00
Vanha Kauppahalli is situated on the market area towards the Silja Line ferries in front of Palace Hotel. There is a reason for this market hall to be called the old market hall; it is Finland’s oldest market hall, built in 1889. It offers a great selection of culinary food, wines, and pastries under one roof. A must see. More info (in Finnish and Swedish): www.wanhakauppahalli.com.

Hakaniemi Tori
Opening hours are Mon. – Fri. 8.00–18.00, Sat. 8.00–16.00
Hakaniemi Market Square used to be dominated by working class people. This has changed over the years, but it still has more local flavor to it than the more touristy Market Square. Hakaniemen kauppahalli (Hakaniemi market hall) is worth visiting on its own. The hall was opened 1 June 1914. It accommodates approximately 70 vendors. On the first floor you can find delicious Finnish food; the second floor offers souvenirs, authentic gifts, clothes, wooden handicrafts, etc. It is easy to get there by Metro (Hakaniemi station stop). For more information: www.hakaniemenkauppahalli.fi

Hietalahden Tori
Opening hours are Mon. – Fri. 10.00 – 18.00, Sat. 10.00 – 16.00
throughout the year. Located at the southern end of Bulevardi, Hietalahden Tori is well known for its popular outdoor flea markets. The market is always buzzing with activity from May through September, especially on weekends. Hietalahti is less touristy than Kauppatori and more chic than Hakaniemi. The indoor market hall (Kauppahalli) houses various antique shops and This is an easy walk from ISH or from central Helsinki, or can be reached via the number 6 tram or the number 20 bus. See www.hietalahdenkauppahalli.fi for more information.
Babysitting

Many ISH families use paid babysitters, so probably one of the quickest ways to find babysitting is by word-of-mouth at ISH. Ask parents at the school or perhaps even coordinate with older students in the upper school.

Other options are:
The Mannerheim League for Child Welfare (MLL) has a pool of trained babysitters. A typical babysitter is a student under 20 years of age. For more information, look at www.mll.fi/en under “Short Term Child Care Services”.

www.aupair-world.net
The world’s largest online au pair agency. Free registration, free search.

Many gyms, such as Elixia and Fressi, offer child care services while you exercise. See “Useful Information” for more gym options. Some stores, such as Stockmann and Ikea, offer child care services while you shop. See “Shopping” for details of these stores.

Day Care and Preschools

The cities of Helsinki, Espoo, Vantaa and Kauniainen provide public daycare services, and there are a number of private daycare centres also.

Listings of these centres, by city, can be found on: www.helsinkiregion.fi under the heading “Teaching and Education, Daycare”

The International Playgroup

The International Playgroup is a group of parents with babies and toddlers who meet on Tuesdays at the Agora Community Centre in Lauttasaari. The address is Pajalahdentie 10B, Lauttasaari, Helsinki (just behind the public library).

There is a room with toys where the parents and children gather.

A baby music class, run by the Mannerheim League, is also held on Tuesdays from 11.30 to 12.00. The session has been especially created for non-Finnish speakers attending the Agora centre.
Medical Information

Public Health Services

To find a public health center or Dentist, it is best to go to the city websites, eg., www.espoo.fi (under Social and Health Services).

www.hus.fi
Emergency public hospitals, health clinics, as well as general information on health services in Finland.

Private Health Services

www.mehilainen.fi
various locations

www.medicity.fi
various locations
(Pikkujatti is their specialist children’s medical service)

www.dextra.fi
Munkkivuori, Helsinki

www.diacor.fi
various locations

www.doctagon.fi
Doctor for home visits

Private Dentist Services

Helsinki
www.mehilainen.fi

www.oral.fi

www.plusdent.fi

www.kokonaishammashoito.com

www.laseri.fi

www.aacismadent.fi

Westend
www.linnakkeenhammas.fi

Tapiola
www.lansituulenhammaslaakariasema.fi

www.kthammas.fi

Don’t forget you can also try the Yellow Pages – www.fonecta.fi (click English version)
Also, the school nurse at ISH is an excellent contact for health services information.
It is recommended that you register your dog with the Kennel Club as it can speed up your pet’s return (even when microchipped) should she or he become lost. After completing the registration, you receive a notice in the mail that you are to go to your local post office and pay a fee of €25 for the registration service.

**Kennels**

**Miracle Kennel**
www.koirahoitolamiracle.com/
02 880 Veikkola (Kirkkonummi)
Tel. 040 825 9167

**La-Jun Hoito**
Niemenkylä, 02570 Siuntio
09 256 7726

**Tassu & Tassu Pet Hotel**
www.tassut.fi
Hirsipadontie 8, Helsinki
044 504 4454/Susanna

**Kennel Juppsguard**
www.juppsguard.net
Ketunkorvenpolku 50
04430 Järvenpää

**VillaKissa - Cat Sitting**
www.villakissa.fi
Kurkijärvente 13, 02970 Espoo
Tel 044 999 5992

**Dog Sitting and Dog Walking**

4H Finland (The dog sitters are young but are well-trained and reliable.)
www.4h.fi

Karjalankatu 2 A, 00520
09 7512 4200
4h-liitto@4h-liitto.fi

**Emergency Vet Service**
(16.00 to 8.00)
tel. 06 009 7411
Post Offices

www.posti.fi
The Finnish postal service is called *Posti* and the website has comprehensive information in English about the postal service, its branches, package tracking and other services it provides.

*R-Kioski stores* and *gas stations* frequently serve as local post offices.

To stop junk mail, place a sign on your door or mailbox that says: “Ei mainoksia, kiitos”

Recycling, Bottle and Can Deposits

Helsinki recycles many items. You may be able to deposit your recyclables where you are living, but if not, you may need to take them elsewhere such as to a store or mall that has a collection site.

If you are having problems figuring out where to deposit recyclable items, try [www.hsy.fi/en](http://www.hsy.fi/en)

Remember: You must purchase special “bio-bags” for bio-waste. For recycling of larger household items, try [www.kierratyskeskus.fi](http://www.kierratyskeskus.fi)

Many glass, plastic and metal bottles have a deposit and can be returned to the store. The bottle often says “pantti” if it has a deposit. When you return it to the store, the word for the machine you put the bottles into is called Pullopalaus. You receive a receipt you can use at the cash register like cash.

Public Services

www.suomi.fi  A comprehensive site on public services
www.poliisi.fi  Police
www.tulli.fi    Finnish Customs Authority
www.fmi.fi     Finnish Meteorological Institute (Weather)
www.virtual.finland.fi
This is a must-view site billed as “Your Window On Finland.” For a good introduction into Finland, we recommend the “Facts & Figures” link as well as the “Guide on Finnish Customs and Manners”

www.finnguide.fi
Another must-view site for an introduction to Finland and things Finnish (including recipes!)

www.infopankki.fi
Offered in many languages, the pages of Info Bank contain important basic information for immigrants on the functioning of society and opportunities in Finland.

www.expat-finland.com
This is an excellent source for comprehensive information about moving to, living and working in Finland.

www.visitfinland.com
A comprehensive Finland guide to explore and learn more about the country, plan your travels and book them.

www.finlandforum.org
Blog on life in Finland

www.hel.fi
City of Helsinki

www.espoo.fi
City of Espoo

www.vantaa.fi
City of Vantaa

www.kauniainen.fi
City of Kauniainen

www.helsinkiregion.fi
Combining information from all the cities of the Greater Helsinki Area
Travelling Abroad

Escapes Out of Finland
These websites offer package holidays from Finland, online booking and last minute deals

www.finmatkat.fi
www.lomamatkat.fi
www.ebookers.fi
www.etickets.fi

Explore the Baltic Capitals and more
Take the opportunity while in Helsinki to explore the most beautiful Baltic Sea Capitals - Riga, Stockholm, Helsinki and Tallinn as well as visit the magnificent St Petersburg.

Ferries operate everyday to take you on several day trips, week-end cruises or simply day trips. Those cities are really worth the visit.

Tallinn, Estonia, a lovely medieval old town to visit.

Turku, Finland, the oldest city in Finland, is the European Culture Capital of 2011.

St Petersburg, Russia, famous for its architectural and historic monuments and the Hermitage museum.

Stockholm, Sweden, built on 14 islands around one of Europe's largest and best-preserved medieval city centers, the Swedish capital is superbly positioned, with stunning and extremely varied scenery in every direction.

Riga, Latvia, is along with Brussels, Barcelona and Prague, one of the Art Nouveau capitals of the world.

Åland, the autonomous, demilitarised, Swedish-speaking region of Finland.

To look at the options, timetables and book your trip, go to:

www.tallinksilja.com/en/
www.stpeterline.com
www.vikingline.fi
www.eat.fi
A great restaurant guide

www.museums.fi
Lists museums throughout Finland

www.outdoors.fi
Family recreation options

www.libraries.fi
detailing the Finnish library system

www.musicfinland.com
music, concerts etc

www.operafin.fi
Finnish national opera house

www.finlandia.hel.fi
Finlandia Hall is a concert hall and events forum

www.annantalo.fi
Cultural events and activities for children and adults

www.kaapelitehdas.fi
The Cable Factory, including art and design classes

www.finnkino.fi
Movies

www.lippupalvelu.fi
Ticketmaster for concert tickets

www.livenation.fi
Concert information
Education, Music & Arts

Adult Education

www.avoinyliopisto.fi
Open University

www.aalto.fi/en/
Aalto University

www.helsinki.fi/university
University of Helsinki

www.espoo.fi
City of Espoo’s Adult Education Centre

Other Foreign Schools

www.ecolejulesverne.fi
Jules Verne French School Helsinki

www.dsh.fi
Deutsche Schule Helsinki

www.svk.edu.hel.fi
Finnish Russian School

www.mauna.edu.hel.fi
Maunula Primary School

www.kulaa.edu.hel.fi
Kulosaari Primary School

www.mattliden.fi
Mattliden’s IB school

Music & Arts

www.prosperoenterprises.fi
Music

www.taidekoulutretjakov.fi
Music

www.konservatorio.net
Music

www.taidekoulutretjakov.fi
Arts & music school
The city websites provide an excellent source of information on local sports clubs

The City of Helsinki www.hel.fi (click on “In English” and “sports”) provides a listing by sport. The City of Espoo, www.espoo.fi, click on “In English”, Sports and Exercise. It has a telephone number to ring for sports club information tel. 8165 2116.

www.stll.fi
Finnish Sports Federation

Ski
www.ski.fi
Skiing (hiihto) information covering Finland, including ski schools

www.paloheina.fi
Cross country skiing (lessons available)

Oitaa Cross Country Skiing
Kunnarantie 33-39, 02740 Espoo

www.serenaski.fi
is a small alpine ski hill in Espoo. Lessons and rental equipment available for adults and children

www.outdoors.fi
Wilderness treks

Tennis
www.esportcenter.fi
Tennis, badminton, squash, floorball (includes tennis lessons)

www.tennispuisto.net
Tennis park

www.tennis.fi
Sports Associations

Sailing
www.espoonpursiseura.fi
Courses start around May: also summer camp

Golf
www.golf.fi
Sports Associations

Swimming
www.uimaliitto.fi
Finnish Swimming Association
tel. 044 549 0300 for referrals to local swimming halls (uimahalli) and swim teams

www.cetus.fi
Swimming club/lessons in Espoo

www.simmis.fi
Swimming club/lessons in Helsinki

www.simsalabim.fi
swimming lessons for young children in Helsinki

Gymnastics
www.espoontelinetaiturit.fi
Gymnastics (voimistelu)

www.gymi.fi
for children only
Ice Skating
Every ice skating hall (jaahalli) has its own hockey school. Walk in and ask about enrolling at the most convenient ice hall for you. Ice hockey teams (starting at age 7) start practice in early August, and ice hockey schools (for kids as young as 3 years old) start soon thereafter, but it’s OK to join during the year. Some clubs have girls’ teams, but all the “boys’ teams” have a couple of girls on them, and the coaches are very supportive of girls and non-Finnish speakers.

www.stll.fi
Finnish Figure Skating (taitoluistelu) Association

www.espoo.fi/jaahalli
Info on ice skating halls in Espoo

Ice Hockey
www.grifk.fi
Ice Hockey Club in Kauniainen

www.finhockey.fi
Finnish Ice Hockey Association
(Suomen Jääkiekkoliitto) Tel. (09) 756 750

Football (Soccer)
www.pallolitto.fi
Football (soccer) Association of Finland

Kids generally play for neighborhood-based teams, and most of the neighborhood football associations have their own websites. The teams are usually split between girls and boys (some are mixed) and are put together based on ages. The teams then have names followed by a number (year of birth).

Gyms
In addition to these websites, you can look online or in the yellow pages using the Finnish word “kuntosali”.

www.liiku.net
Lauttasaari

www.elixia.fi
various locations

www.esport.fi
Tapiola

www.sats.fi
various locations

www.lady.fi
Espoon Keskus

www.fressi.fi
various locations

Dance
www.balettistudio.com
Ballet (baletti)

www.helsingintanssiopisto.fi
Ballet

www.espoontanssiopisto.fi
Ballet

www.danceani.fi
Dance studio
Tourism & Attractions for Children

**Tourism**
- [www.visitfinland.com](http://www.visitfinland.com) Tourism website
- [www.finland.com](http://www.finland.com) Tourism website
- [www.helsinki.fi](http://www.helsinki.fi) Tourism website
- [www.visithelsinki.fi](http://www.visithelsinki.fi) Tourism website
- [www.visitespoo.fi](http://www.visitespoo.fi) Tourism website
- [www.rossitarhat.fi](http://www.rossitarhat.fi) Strawberry Picking (Espoo)

**Attractions for Children**
- [www.hoplop.fi](http://www.hoplop.fi) Children’s indoor play centre
- [www.huimala.fi](http://www.huimala.fi) Children’s indoor play centre
- [www.leikkiluola.fi](http://www.leikkiluola.fi) Children’s indoor play centre
- [www.linnanmaki.fi](http://www.linnanmaki.fi) Sealife and amusement park
- [www.tropicario.com](http://www.tropicario.com) Tropical Animal House
- [www.korkeasaari.fi](http://www.korkeasaari.fi) Zoo
- [www.maretarium.fi](http://www.maretarium.fi) Aquarium featuring Finnish species in Kotka
- [www.kuumailmapallo.com](http://www.kuumailmapallo.com) Hot air balloon rides

**Waterparks (Indoor and Outdoor)**
- **Espoo**
  - [www.serena.fi](http://www.serena.fi)
- **Vantaa**
  - [www.flamingospa.fi](http://www.flamingospa.fi)

**Children’s Party Information**
- [www.merirosvot.fi](http://www.merirosvot.fi) Organises birthday parties
- [www.pomppumaa.net](http://www.pomppumaa.net) Rent inflatable play structures
- [www.kidsfitness.fi](http://www.kidsfitness.fi) Offers karate or other active-theme parties
Clubs and Associations

www.iwch.fi
The International Women’s Club

www.awc-fin.org
American Women’s Club

www.bwa-helsinki.com
British Women’s Association

http://helsinki.freetoasthost.com
International Toastmasters

www.hanaholmen.fi
Centre for Finnish-Swedish Culture

www.familiaclub.fi
A multicultural association for kids and adults

www.caisa.fi
CAISA, International Culture Center: has a full programme of events including, music, theatre, lectures, discussion groups and more

Churches and Religious Services

For descriptions, brief histories and photos of Helsinki’s churches: www.muuka.com/finnishpumpkin/churches/church.html

Information on churches throughout Finland is available from:

www.ekumenia.fi
The Finnish Ecumenical Council,
tel. 020 754 2345 (web site in Finnish)

www.evl.fi
The Finnish Evangelic-Lutheran Church
tel. 020 754 2345

www.catholic.fi
The Catholic Information Centre
tel. 020 835 0751

www.church.fi
International Evangelical Church

www.anglican.fi
Anglican Church (Episcopal)

www.islamicfinder.org
Mosque and prayer information

www.lubavitch.fi
Address, praying times under tourist info

Espoo International Christian Fellowship
Luomansivu 4, Espoo
Tel: 04 0042 3980
Useful Conversions

Conversions

www.onlineconversion.com  conversion calculator
www.x-rates.com  currency conversions
www.asknumbers.com  conversion calculator
www.gourmetsleuth.com  conversion calculator
www.internationalshoesizes.com  shoe size conversion chart
www.85b.org  clothing size conversion chart

Weather Temperatures at a Glance:

<table>
<thead>
<tr>
<th>°F</th>
<th>0°F</th>
<th>10°F</th>
<th>20°F</th>
<th>32°F</th>
<th>41°F</th>
<th>50°F</th>
<th>61°F</th>
<th>70°F</th>
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</thead>
<tbody>
<tr>
<td>°C</td>
<td>-17°C</td>
<td>-12°C</td>
<td>-6°C</td>
<td>0°C</td>
<td>5°C</td>
<td>10°C</td>
<td>16°C</td>
<td>21°C</td>
</tr>
</tbody>
</table>

Oven Cooking Temperatures

<table>
<thead>
<tr>
<th>Gas Mark</th>
<th>Fahrenheit</th>
<th>Celsius</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4</td>
<td>225</td>
<td>110</td>
<td>Very cool/very slow</td>
</tr>
<tr>
<td>1/2</td>
<td>250</td>
<td>130</td>
<td>---</td>
</tr>
<tr>
<td>1</td>
<td>275</td>
<td>140</td>
<td>cool</td>
</tr>
<tr>
<td>2</td>
<td>300</td>
<td>150</td>
<td>---</td>
</tr>
<tr>
<td>3</td>
<td>325</td>
<td>170</td>
<td>very moderate</td>
</tr>
<tr>
<td>4</td>
<td>350</td>
<td>180</td>
<td>moderate</td>
</tr>
<tr>
<td>5</td>
<td>375</td>
<td>190</td>
<td>---</td>
</tr>
<tr>
<td>6</td>
<td>400</td>
<td>200</td>
<td>moderately hot</td>
</tr>
<tr>
<td>7</td>
<td>425</td>
<td>220</td>
<td>hot</td>
</tr>
<tr>
<td>8</td>
<td>450</td>
<td>230</td>
<td>---</td>
</tr>
<tr>
<td>9</td>
<td>475</td>
<td>240</td>
<td>very hot</td>
</tr>
</tbody>
</table>

1 teaspoon = 5 ml
1 tablespoon = 15 ml
1 fluid oz. = 30 ml
1 cup = 240 ml
2 cups (1 pint) = 470 ml
4 cups (1 quart) = .95 liter
4 quarts (1 gal.) = 3.8 liters
1 litre (l) = 10 decilitres (dl) = 1000 millilitres (ml) = 2.1 pints (US)
1 kilogram (kg) = 1000 grams (g) = 35.2 ounces = 2.2 pounds (lb)
Public Hospitals 24 h

Helsinki
Eastern part: Malmi Hospital
Talvelatie 6
Western part: Maria Hospital
Lapinlahdenkatu 16

For Children
Children’s Hospital Lastenklinikka
Stenbäckinkatu 11
Children under 16, Only emergencies. 24h

Maria Hospital
Lapinlahdenkatu 16, 00100 Helsinki

Espoo
Jorvi Hospital
Turuntie 150, 02740 Espoo
(weekday evenings after 16:00 and weekends)

Vantaa
Peijaksen Hospital
Turuntie 150, 02740 Espoo
(weekday evenings after 16:00 and weekends)

Emergency Dentists
Oral Hammassairaala
Erottajankatu 5A
010 4003 000 or 06 009 7070

Dentarium
Mikonkatu 7A
09 622 1533

Stardent
Vilhonvuorenkatu 3
726 3330

Crisis Prevention Centre for Foreigners
09 413 50500 or 09 413 50501

Emergency Veterinarian
University Animal Hospital (24h)
Viikintie 49, Helsinki
06 009 7411

Other Important Phone Numbers
International School of Helsinki
09 686 6160
Emergency Contacts

Emergency Number (police, fire, ambulance) 112
Police (general assistance) 100 22
Health Information 24 h (advice on where to go, what to do) 09 100 23
Poison Control 09 4711 or 09 471 977
Pharmacy on call 24h
University Pharmacy (Yliopiston Apteekki) 020 320 200
Mannerheimintie 96, 00250 Helsinki
Doctor on call 06 001 1111
Doctors for Home visits
Kotilääkäri Hemläkari 010 633 8585
www.doctagon.fi (7 days per week 8 a.m. to 23)
Private 24 h Service
Mehiläinen Töölö 010 414 0444
Admissions are processed at their reception desk:
Runeberginkatu 47 A
www.mehilainen.fi
Dextra 09 5601 6124
Dextra Munkkivuori
Rauman tie 1a, 00350 Helsinki
www.dextra.fi