

School dormitory rules and information

The dormitory is primarily intended for those who do not live in Porvoo and wish to study with us.
Living in the boarding school requires that you are enrolled as a student and attend classes regularly.

The dormitory is home of the students and should be respected as such. Everyone should feel comfortable and safe at the dormitory.

The following rules apply at the dormitory:

- Show consideration for one another.
- Handle each other's belongings and the dormitory's furniture and items with care.
- If something breaks or does not work, inform the staff.
- The school is not responsible for students' personal belongings.

Mail, phone, WiFi and parking

- **Mail**

When you live at the school you will receive your mail to the following address:

Borgå folkakademi / *your name*

PB 157

06101 Borgå

Change your address at www.posti.fi/changeaddress (also remember to change your address when you move out)

No mail is distributed directly to the dormitory. The student postbox is located at "Prathyllan" opposite the Principal's office in *Stenhuset*, called "Elevpost".

- **The phones** on each floor of the dormitory can only be used for calling emergency number 112.
- At the dormitory, you have **access to WiFi**. The service is free, and the school cannot guarantee that the connection will always work. Therefore, we recommend that you get your own internet subscription.
- **Car parking** at the school's yard is not allowed. Free parking is available on the streets around the school. NOTE! Time limit on some street sections.

Cleaning, Laundry, and Waste management

- **Everyone is responsible for keeping their own room tidy.**
 - o The same tasks as weekly cleaning should be carried out regularly in your own room.
 - o Everyone must wash the dishes they have used immediately after use.
 - o Dirty dishes should not be kept in your room, as there is a limited amount of dishes available for everyone.
 - o If you have your own food in the fridge, you must check each week to ensure nothing has gone bad or spoiled and throw it away if necessary.
 - o The toilet and bathroom should be cleaned once a week. The bathroom floor drain must also be emptied regularly.

Cleaning, laundry and waste recycling (cont.)

- **Weekly Cleaning Every Monday**

Everyone is responsible for weekly cleaning of the common areas at the dormitory according to the schedule posted on the notice board. The common areas include: the kitchen, the corridors outside the rooms, the entrance by the front door, and the staircase leading to the second floor.

- o Pick up and put away items in their proper places.
- o Vacuum and wash/mop the floors with a damp cloth.
- o Take out the trash and place it in the correct sorting bins.
- o Wipe down surfaces in the kitchen.

Close windows, turn off lights, and switch off the TV and any music before leaving the room. Be especially careful if you are leaving for the weekend.

- **Cleaning Tools and Supplies**

The school provides cleaning tools and supplies; you can request refills from the school kitchen or cleaning staff. (Dish soap, floor cleaner, toilet cleaner, various garbage bags, cloths, mops, vacuum cleaner bags, etc.)

*You only need to provide your own toilet paper and **liquid** laundry detergent.*

- **Laundry Machines**

- Washing machines are located in the Stenhuset laundry room, next to the sauna. Use only the “regular” washing machine, the large industrial machine is for staff only. Use your own detergent, **only liquid detergent**.

Since the school staff also use the same laundry room, it is only possible to wash on weekdays after 2:00 p.m. and at weekends. On weekdays, the laundry must be removed before the following morning (there are drying racks at the dormitory). The school is not responsible for laundry left in the laundry room.

- **Household Waste Sorting**

Household waste should be sorted into bio-waste, glass, metal, paper, cardboard, and plastic.

Sorting containers for these are located in the schoolyard. Do not place any materials in the trash bins other than what they are intended for. Ex. Don't put metal tins in a plastic bag in the bin.

Moving In and Moving Out

- You can move into the dormitory no earlier than **Wednesday, August 12, 2026, at 10:00 AM**.
 - o Upon moving in, you will receive a key to the dormitory and one for your room.
 - o A key deposit of **€50 in cash** is to be paid when you receive your key. The deposit will be refunded once you have emptied and cleaned your room and returned the keys. If a key is lost or if school property is damaged, the deposit will not be refunded.
 - o The keys are the property of the school. Dormitory keys must not be given to anyone else!
 - o If personnel have to unlock the door after 5:00 PM, an additional fee of 20€ will be charged.
 - o **Note!** After working hours, the principal *may* be reached by mobile at +358 (0)400 150 108, but there is no on-call service.
- Students enrolled in EfterNian (minors) must go home over weekends, holidays, and breaks.
- At the end of the spring term, you must move out of the dormitory no later than **May 22, 2027, at 12:00 AM**.
- *Rooms that are empty in the dormitory can be used sporadically for course activities, meaning other course participants can temporarily live in the dormitory.*

Safety and respect

- The school is located in the middle of the city. Therefore, always keep **the front doors, the glass doors leading into the dormitory and your own room doors locked.**
- **Only those living in the dormitory have the right to be there.**
- **Overnight guests are not allowed in the dormitory.**
- The dormitory is not soundproof, and everyone has the right to peace and quiet.
Quite hours should be respected from 23:00 PM – 06.00 AM
- **Remember to** also respect the school's neighbours.
- It is **not allowed** to have live candles in the dormitory.
- **Smoking is ONLY allowed in the smoking designated area.** Do not smoke on the streets in the immediate vicinity of the school!
- **NOTE!** Tick the absence list at the front door if you are not at the school during the weekend.
- **If a student violates the dormitory rules, they may lose their right to stay at the dormitory.**

In cases involving threats, violence, or drugs at the dormitory, the following measures will be taken immediately:

- notification of the guardian, so that an underage student can be picked up
- a report to child welfare services and the police
- suspension from the dormitory

The school's dormitory supervisors may visit the dormitory to ensure that everything is in order.

If a student living at the dormitory is absent from classes, staff have the right to come to the dormitory and knock on the student's door. If there is concern and no one answers, a key may be used.

Dog owners at the dormitory

- You **are responsible** for your dog and how it behaves. The dog is expected to behave so that the other students of the dormitory (people and dogs) can feel comfortable.
- If you leave the dog alone, keep in mind that it is in a new place and may not want to be left alone. You may need to practice!
Do not leave your dog barking in the room when you leave. If it is difficult for the dog to be alone and this causes a problem the dog may have to leave.
- The dog can participate in some lessons. If a lesson's content or working methods are required, the dog should be left at the dormitory. Sometimes we do study visits during which the dog should be left in your room.
- DO NOT have your dog running loose in the schoolyard, in the dormitory or in the school's other spaces.
It should not be on the sofas, chairs or beds neither in the dormitory or in the other areas of the school.
- Be considerate of the other students at school. There may be those who are afraid of dogs or have allergies. **Show respect!**
- Dogs are not allowed in Fredrika or the dining hall
- **DO NOT let your dog do its business at the courtyard.** In case of a mishap, you will pick it up immediately!
- Your dog should be vaccinated and not have any infectious diseases or vermin.
- If it has heat and it causes problems, it must stay at home until the heat is over. If your male dog has problems dealing with the fact that there are female dogs living at the dormitory (stress, reactivity, resource guarding, aggression), then the male dog must leave the dormitory.
- The teacher in charge of the program for the dog line, can regulate a dog from the dormitory/school, if he or she believes that the dog causes fear or insecurity in the school environment with its behaviour.
- If the dog causes damage to the school's property or students and/or their property, you are obliged to **replace the damages.**

These rules exist for everyone's safety and comfort.