



**Study guide | School year 2025–2026**

## 1. Welcome

Welcome to Kvarnen Joint Municipal Authority and Kronoby Folk High School (a Nordic adult education institution)! We are very pleased that you have chosen to study with us. We hope you will have a good and rewarding time at Kvarnen. We all strive to create a pleasant and safe study environment and hope to support you in your studies so that you acquire the skills and knowledge you will need in the future. We wish you an enjoyable and educational school year 2025–2026.

In this study guide, we have compiled information about the school and the courses we offer. The guide is also available on our website: [www.kvarnen.fi](http://www.kvarnen.fi).

## 2. Contact information

Unit: Kronoby Folk High School  
Address: Torgarevägen 4, 68500 Kronoby  
Phone: 040 777 6471 (office)  
Website: [www.kvarnen.fi](http://www.kvarnen.fi)  
Email: [info@kvarnen.fi](mailto:info@kvarnen.fi)

### 2.1 School Staff

#### **Administration:**

Martin Ahlskog, Principal	tel: 040 667 1945
Kaisa Karlström, School Secretary	tel: 040 777 6471
Pontus Wallis, CFO	tel: 040 486 5619
Johanna Karlström, Payroll and Accounting Officer	tel: 040 486 4080
Carola Wiik, Project Manager	tel: 050 302 3670
Anette Skog, Education Coordinator	tel: 040 612 4448

The office is open Monday–Friday 08:00–16:00.

#### **Facilities, IT, and Kitchen:**

Tomas Fröjdö, IT and Occupational Safety Manager	tel: 050 360 9305
Thomas Finell, Facilities Manager	tel: 050 521 0674
Anneli Svenfelt, Kitchen and Cleaning Manager	tel: 040 587 4925

#### **Program Contact Information:**

Jenny Pulkkinen, Language Program Leader and Vice Principal	tel: 040 650 1029
Kristoffer Sandbacka, Base Camp Program Leader	tel: 040 671 9987
Kristian Tallgård, Crafts Program Leader	tel: 050 524 0510
Erik Rudels, Outdoor Academy Program Leader	tel: 040 099 8849
Matti Ranta, POVAKO Program Leader	tel: 040 768 8444

Staff email addresses: [firstname.lastname@kvarnen.fi](mailto:firstname.lastname@kvarnen.fi)

Other staff contact information can be found at [www.kvarnen.fi](http://www.kvarnen.fi)

### 3. Working Hours for School Year 2025–2026

**Autumn term:** 14.08.2025 – 19.12.2025

**Spring term:** 07.01.2026 – 28.05.2026

**Autumn holiday:** Week 42, 13–17.10.2025

**Winter break:** Week 9, 23–27.02.2026

Please note that starting times vary by program, so check specific schedules with your teacher.

### 4. General information about studies

Teaching comprises 25 lessons per week; weekly schedules are provided by program leaders. The principal visits the classes on Mondays to present the week's program. The weekly bulletin is also available in the WhatsApp group Kvarnen veckoinfo 25–26. You can join the group via the QR code below.

Kvarnen veckoinfo 25-26  
WhatsApp-grupp



The curricula for the programs are available on the school's website and from the program leaders or the office. The curriculum includes the subject content and scope of each program. During the school year, you will receive study guidance from your program leader and other teachers.

In case of learning difficulties or other special needs, support, guidance, and special arrangements will be considered.

#### 4.1. Study programs and other operations

##### **Base Camp**

Base Camp is our folk high school program for students of compulsory school age.

##### **Language program**

The Language program offers full-time or part-time studies in Swedish or Finnish at beginner and intermediate levels. The education is based on the *Basics of the Curriculum for Integration Education (2022)*.

##### **Slöjdtorget (Crafts program)**

At the Handicrafts program, students work practically with various craft techniques and interesting materials during the day. Courses can range from two days per week to full-time, for one term or the entire school year.

##### **POVAKO**

POVAKO is our preparatory program for police studies. Classroom teaching is combined with study visits and physical training.

### **Outdoor Academy**

Outdoor Academy is our only vocational education program. The goal is to complete a vocational degree in the nature sector (wilderness guide) and the training components according to the Swedish standard for mountain guides.

In addition to our education programs, we also offer short courses and some upper secondary school courses in collaboration with local upper secondary schools. More information is available from the upper secondary schools or via [www.kvarnen.fi](http://www.kvarnen.fi).

### 4.2. Interrupted studies

If a student wishes to discontinue studies at Kvarnen, they must contact the course leader and the office. Students can discuss other education options with their course leader.

### 4.3. Student Council

All students belong to the school's student council. Through the student council, we aim to increase student well-being and participation in school. This school year, student council activities will be intensified through a student council board or student parliament. More information will be provided during autumn.

### 4.4. Accidents

Kvarnen is committed to ensuring a safe study and work environment for both students and staff. It is important to always report accidents or near-miss situations to your teacher or school staff. All students are insured by the school for activities included in the course program

## 5. IT and printing services

The school's open Wi-Fi network *Kvarnen-Guest* works throughout the campus. Access to other networks is provided according to instructions from the teacher or IT manager.

A photocopier is available in the main building. Contact the office or course leader if you need to copy/print school materials

## 6. Student financial aid

Full-time students at Kvarnen are entitled to apply for state study support. The application is submitted electronically via [www.kela.fi/e-services](http://www.kela.fi/e-services). The study support form is also available on Kela's website (The Social Insurance Institution of Finland). The office can assist you in filling out the form if needed.

In the event of long-term absence from classes, both you and the school are obliged to inform Kela about it. This may affect your study support. All notifications regarding your study support can be submitted electronically via the website.

If you receive study support and discontinue your studies during the school year, you must inform Kela as soon as possible.

### 6.1. FSS student card

All students in the upper grades of basic education or studying at a vocational school, upper secondary school, or folk high school can become members of the Swedish-Speaking School Youth Association in Finland (FSS) and receive a student card that entitles them to student benefits. FSS charges a fee for the card (€9.90 if posted). The student card serves as proof that you are a student and a member of FSS. It provides access to numerous student and membership benefits. Some examples include discounted prices at swimming halls, cinemas, cafés, exhibitions, and museums. Always show your student card to enjoy discounts.

As a member, you get, for example:

- Student discounts on VR (railway), Matkahuolto (buses), and HRT (public transport)
- FSS member magazine EBL twice a year
- FSS calendar for the school year sent to your home

Read more and register at: <https://www.skolungdom.fi/en/membership/>

### 6.2. Slice student card

Students in Outdoor Academy and POVAKO can also access the **Slice student card**, which is an app downloaded to your phone. Contact your teacher for instructions on how to obtain access.



## 7. First aid and safety

First aid kits are available in the office, in the dormitories, and in the craft workshops. There are fire extinguishers in every building. All dormitories, as well as the dining hall and craft workshops, have automatic alarm systems directly connected to the emergency center. Other buildings have automatic alarms notifying the staff. Any false alarms are investigated by the fire authorities and may incur costs.

Every building has emergency lighting showing evacuation routes. The assembly point in case of danger is at the flag square.



At the start of each school year and whenever a new course begins, the principal or the occupational safety manager reviews the school's rescue plan with students.

## 8. Student Health Care

Students of compulsory school age have access to student health care. Other students are referred to public health care.

**School Nurse:**

Malin Storbacka (on site Mondays 08:00–16:00)

tel: 050 362 9954

**School Counselor:**

Sonja Enkvist-Nyman (by appointment)

tel: 050 303 0529



## 9. Rules of conduct for Kvarnen Joint Municipal Authority / Kronoby Folk High School

### Why do we have rules?

The purpose of the rules is to promote internal order, undisturbed studies and safety and well-being at school and on the school area.

### When do the rules apply?

Rules apply during school hours on weekdays 08:00–16:00, on the school area and when students participate in school activities off-site.

### Student Rights

1. All students have the right to a safe and undisturbed learning environment.
2. All students have the right to equal treatment and respect regardless of background, opinions, or worldview.
3. All students have the right to study without violence, bullying, harassment, or discrimination.
4. All students have the right to instruction on all school days and to adequate support and other statutory services and benefits.

### Student responsibilities

5. Compulsory school students must attend classes according to the given schedule.
6. All students must follow safety and data protection recommendations.

### Safety, Well-being, and Undisturbed Studies

7. On school or dormitory premises, students must not possess items or substances prohibited by law or that could pose a danger to themselves or others without a valid reason.
8. Weapons, fireworks, and flammable substances are prohibited in the school and dormitories.
9. All students are responsible for keeping common areas tidy.
10. Dogs are not allowed in the dining hall. In other common areas and the B-dormitory, dogs are allowed by agreement.
11. Parking is only allowed in designated areas to avoid blocking traffic.
12. Liability for damages is determined by the Tort Liability Act, Chapter 2, Sections 1–3.
13. Smoking and use of tobacco products are prohibited on school premises according to Tobacco Act § 74, subsection 3

### Disciplinary measures

14. Violations of the rules are handled according to the school's plan for disciplinary measures.
15. The principal or teachers may confiscate disruptive or dangerous items if necessary.
16. Teachers and the principal are obliged to inform relevant parties in case of suspected harassment, bullying, or violence at school.
17. Staff and the principal must report suspected crimes to the appropriate authorities.

### Special Rules for Dormitory Residents

18. Quiet hours in the dormitory are from 23:00 to 07:00.

## 10. Dormitory

Kvarnen has 56 dormitory places in single and double rooms. Dormitories have a kitchen and common room, and cleaning equipment is available in the cleaning closet. Guests must leave the dormitory by 22:00. If outsiders stay overnight, the office must be notified in advance. A separate fee applies for overnight guests.

There is no full-time staff on site. If you forget your key or lock yourself out, contact the facilities manager. Outside school hours (08:00–16:00), a fee of €20 per incident applies.

### **Responsible for the Dormitory:**

Kaisa Karlström, agreements and billing  
Thomas Finell, facilities manager

tel: 040 777 647  
tel: 050 521 0674

### 10.1. Meals

Breakfast and lunch in the dining hall are included in the rent for dormitory residents.

**Note:** Only on days when students have scheduled classes, not during holidays (requires payment).

Breakfast: Mon–Fri, 08:00–09:00 (earlier upon agreement, earliest 06:30)  
Lunch: according to separate schedule

Contact the kitchen if you have special diets or food allergies.

### 10.2. Dormitory Rules

#### **DORMITORY RULES FOR KVARNEN JOINT MUNICIPAL AUTHORITY / KRONOBY FOLK HIGH SCHOOL**

##### **Smoking:**

Smoking is prohibited indoors and on school grounds.

##### **Use of Intoxicants:**

The use of alcohol or drugs, or being under their influence, is strictly prohibited in dormitories and on all school grounds.

##### **Cleaning:**

Residents are jointly responsible for keeping common areas clean. Each resident is also responsible for cleaning their own room. Cleaning equipment is available in the dormitory's cleaning closet. Contact Anneli in the kitchen if supplies run out or break.

If cleaning is not satisfactory, cleaners will perform it and residents will be charged.

**Everyone must clean up after themselves, wash their dishes, and behave as they expect others to behave.**

**Empty refrigerators and take out trash before long trips or holidays.**



**Waste Sorting:**

Waste management is handled by the company Ekorosk. Household waste is sorted into energy waste and bio-waste. These instructions must be followed carefully!

Energy waste:           diapers, sanitary products, dirty cardboard/plastic, used paper, etc.

Bio-waste:             food scraps, tea bags, coffee grounds, fruit/vegetable/egg shells, oils/soups in sealed containers.

Return paper, cardboard, glass, and metal have separate collection boxes in the school eco-point near dining-hall delivery entry.

More info: [www.ekorosk.fi](http://www.ekorosk.fi)

**Laundry:**

Dormitories have washing machines and drying racks; some have drying cabinets. For clothes only. Bring your own detergent. Note: Outdoor equipment must not be washed or dried.

**Visitors:**

Visiting hours for outsiders: 16:00–22:00. Residents must inform visitors of dormitory rules. Overnight stays by visitors must be approved in advance by Kaisa in the office and a fee is charged.

**Exterior Doors:**

Dormitory doors must always be locked. Leaving doors open intentionally is prohibited.

**Quiet and Sleep:**

Quiet hours: 23:00–07:00. No showering, cooking, or noise that disturbs others during night hours.

**Dogs:**

Allowed only in B-dormitory with prior approval; other dormitories and the dining hall are dog-free. Extra fee: €20/month. Dogs must be walked outside school grounds.

**Dormitory Agreement:**

All residents must sign a dormitory agreement. For minors, guardians sign as well. Signing confirms acceptance of the rules.

**Insurance:**

Residents must have home and liability insurance. Residents may be held responsible for damage caused by themselves or their belongings.

**Apartments:**

Dormitory apartments have shared cooking and dining areas, showers, toilets, and TV. Kitchens include shared utensils and dishware. Baking paper should be used.

**Private Room:**

Students are responsible for their room until the end of the dormitory agreement.

Rooms contain:

- bed and mattress
- chair
- wardrobe
- curtains
- some rooms have a desk.

Bring a pillow, a blanket, bed linens, toiletries, a towel, clothing, and necessary study materials. Note that all your clothes and stuff must fit in the room's wardrobe.

Furniture or textiles may not be moved from one room to another without permission. It is forbidden to put nails or screws into the walls. Damaged property must be compensated for. If something needs to be repaired or breaks in the dormitory, this must be reported immediately to the facility manager.

**Room Handover:**

Rooms are returned in spring or at the end of the study period. The kitchen and cleaning manager checks cleanliness and condition. Residents can repair damage or pay for work if needed.

**Keys:**

Coded keys are issued when receiving a dormitory place. A deposit fee of €50 is charged and returned upon key return. Lost keys: contact info desk or facilities manager. A fee is charged for opening doors outside business hours.

**Leisure Activities:**

Residents may use the school gym, outside visitors are not allowed.

**Sauna:**

B-dormitory basement sauna is available to all residents; larger sauna in conference building by reservation (minimum amount of 5 people).

**Facilities Management:**

Handled by Thomas Finell; responsibilities include lighting, heating, broken doors, snow removal, and key opening after hours.

**Information About Kronoby:**

Kronoby village has approx. 2,500 residents and is part of Kronoby municipality. It is located 15 km south of Kokkola and 25 km from Jakobstad. Bus schedules can be found on Matkahuolto website. Services in Kronoby: grocery store, hardware store, pharmacy, library, health care center, gas station and sports hall.

## 11. Waste management

On school grounds (near dining hall delivery), a separate waste sorting building is open 24/7. Energy waste, bio-waste, return paper, cardboard, glass, and metal are sorted. Dormitory residents are responsible for managing and sorting waste.

More info: [www.ekorosk.fi](http://www.ekorosk.fi)



## 12. Costs

### Dormitory Costs:

Single room:	€160/month
Double room:	€140/month
Private bathroom/shower:	+€20/month
Dog in room:	+€20/month

### Meal Fees:

POVAKO:	€160/month
Outdoor Academy:	€70/month
Base Camp:	€0

### 12.1 Other Costs

Limited parking spaces with engine heater outlets available. Fee: €25/school year

### Links:

<a href="http://www.kvarnen.fi">www.kvarnen.fi</a>	School website
<a href="http://www.kronoby.fi">www.kronoby.fi</a>	Municipality website
<a href="http://www.matkahuolto.fi">www.matkahuolto.fi</a>	Bus
<a href="http://www.vr.fi">www.vr.fi</a>	Train
<a href="http://www.kela.fi">www.kela.fi</a>	Student support, etc.
<a href="http://www.skolungdom.fi">www.skolungdom.fi</a>	FSS, student card, etc.
<a href="http://www.slice.fi">www.slice.fi</a>	Student card