

Operating regulations for Stavne Tospråklige Barnehage

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1. Ownership

Stavne Tospråklige Barnehage is operated by Byåsen Tospråklige Barnehage A/S, a corporation in a shared ownership by two of the employees and one external person. The properties are owned by BTB A/S and are located on leased land owned by Trondheim Eiendom.

The company board consists of a chairman and board members elected by the company's owners in an annual meeting.

Other bodies that impact kindergarten operations are the SU (samarbeidsutvalget) - a council composed of two parent representatives and two employee representatives. SU meets for a minimum of once per semester, where among other things the year plan is determined. Parents also have their own parent council, called FR (foreldreråd), which is gathered when needed.

2. Purpose

Stavne Tospråklige Barnehage offers children good developmental and activity possibilities in close understanding and cooperation with the child's home. A safe and diverse Norwegian-English environment with no discrimination against beliefs and with significant outdoor activity all year round, shall characterize the kindergarten. Operations shall be conducted in accordance with the law on kindergartens, as well as in accordance with the stipulated regulations and guidelines of the Ministry of Children and Family Affairs.

3. Admission

The CEO (daglig leder) is responsible for admission, which has the following order of priority:

1. Children with a special need for a bilingual Norwegian-English environment, including those who live in a neighboring municipality
2. Children who live in the kindergarten's neighborhood
3. Any other children

In the kindergarten law, paragraph 12 (barnehageloven § 12) it says: "Children who turn one year by the end of August in the year applying for kindergarten, upon application, have a right to a kindergarten spot from August in accordance with these Laws and Regulations."

	Main admissions	Transfer admissions	Supplementary admissions
	-children without a kindergarten spot who apply by the deadline of March 1 st and who desire a spot from August the same year	-children with a spot in another kindergarten from August the same year and apply by the deadline February 1 st	-children with and without kindergarten spots who apply after the deadlines for main admissions, or transfer admissions for free spots during the course of the year
Common for Trondheim kindergartens	<p>1. Children with disabilities, subject to the Law on Kindergartens, paragraph 13. Documentation from Children and Family Services and/ or doctor/hospital</p> <p>2. Children whom have been decided on in accordance with the Child Welfare Act sections 4-12 and 4-4, second and fourth paragraphs</p> <p>3. Children whom according to Day Care Institutions Act section 12a have the right to a spot in kindergarten</p>	<p>1. Children with disabilities, subject to the Law on Kindergartens, paragraph 13. Documentation from Children and Family Services and/ or hospital</p> <p>2. Children whom have been decided on in accordance with the Child Welfare Act sections 4-12 and 4-4, second and fourth paragraphs</p> <p>3. Children who turn 3 years old during the course of the year who have a spot in a "Family Kindergarten" and desire a spot in a regular kindergarten, according e prioritized.</p>	<p>1. Children with disabilities, subject to the Law on Kindergartens, paragraph 13. Documentation from Children and Family Services and/ or hospital</p> <p>2. Children whom have been decided on in accordance with the Child Welfare Act sections 4-12 and 4-4, second and fourth paragraphs</p> <p>3. Children who lose their spot in a kindergarten due to shutdown/closure or leave of absence</p>

Priority order within these admissions:

4. Siblings of children who already have a spot in the kindergarten
5. Children are admitted with the notion of a healthy group composition in which age and gender are important. Equally prioritized is the parent/guardian's home address and/or the workplace.

6. Spots for children with equal priority will be determined by a lottery drawing.

Space in kindergarten is counted in whole weeks and months, and offered spots must be accepted within the given deadlines. Children will have a spot in the kindergarten through the 31st of July the year they start first grade, or until the contract is terminated. Everyone must apply electronically via **Søknadsportalen**.

See the link below:

https://trondheim.ist-asp.com/trondheimpub/login.htm?_siteLang=en

4. Termination

Termination of a kindergarten spot must be in writing with 3 months' notice. Terminations delivered after the 5th of the month will not be valid from the next month, but from the 1st of the month following. If over a month's late payment and two written reminders occurs, the kindergarten may terminate the contract immediately.

Example:

Termination request delivered before January 6 th
Termination request valid March 1 st .
Termination complete June 1 st / Last day of kindergarten May 31st

5. Payments

- The CEO sets rates for the kindergarten spot and food costs for a half year term effective from the 1st of January or the 1st of August, and this is published on the kindergarten's website <http://stavne.barnehage.no/> and on Trondheim Kommune's websites.
- Sibling discount is 30% for the first sibling, and 50% for the second sibling or more
- Applications for reduced payments are handled using the national rules for income graded payment and free core time, valid from January 1, 2016. Nobody will have to pay more than six percent of the family's income, limited to the maximum rate for a kindergarten spot. Those who do not have any taxable income will not have to pay for the spot. The kindergarten can demand food costs in addition.
- Starting August 1, 2015 a national scheme was introduced for free core time (20 hours) for four- and five year olds from low-income families. The same applies to children with a postponed school start.
- Payments are made to account number 1644 20 45732 the 1st of each month, the whole year, as long as the child has a spot.
- Extra offers such as a library, pool, theater visits and longer excursions may incur additional charges on the a cost per child basis. The main rule is that such additional payments should be clarified in advance, generally or in each particular case. In essence, these additional payments are settled in the parent council (FR) and parent/employee representative (SU) meetings each fall.

- As of January 2016, each child pays NOK 30 per month for weekly trips.
- Parents also provide diapers and wet wipes.
- Payment is made and space allocated for the entire month and calculated for a full day stay on the days your child is assigned space. The following payment and expenses are valid through spring 2016, 11 months per year (July free):

INVOICES DUE	Dues	food	trips	Sum	Dues
amount 1 child	2655	350	30	3035	2655
amount 2 child	5310	700	60	6070	5310

- Each spring and autumn there will be an organized *dugnad* (unpaid work day/ joint campaign) after work or on a weekend day where the minimum is two hours of work where the outside and/ or inside of the kindergarten area is maintained (4 hours per year).
- Parents/ guardians have the options to partake in these dugnads, send a substitute, or pay the SU NOK 200 in compensation.
- If children are delivered too early or picked up too late, there is an extra fee of NOK 200 per start of each 15 minutes.
- Charges will be applied for each reminder. Early (before 7.15)/ late pick-ups will be get an overtime charge of NOK 200 per 15 minutes per child.

6. Play and living space per child

Play and living space in the kindergarten is 82 square meters (ca 883 sq ft). Each child over 3 years shall have a minimum of 4 square meters (ca 43 sq ft) of play- and living space. Each child under 3 years shall have a minimum of 5.3 square meters (ca 57 sq ft).

7. Opening hours

The kindergarten is open every day at 7:15am.

All children must be picked up and out of the kindergarten's premises by 4:30pm.

The kindergarten is closed during Christmas and the period between Boxing Day and New Year's Eve.

The kindergarten is closed in the summer weeks 28 and 29, in mid-July.

There will also be 4 to 5 planning days per year with notification well in advance.

For any closure of the kindergarten beyond this, parents are entitled to a refund fee for the day(s) the kindergarten is closed.

8. Internal control, health, environment and safety

Stavne Tospråklige Barnehage has established systematic internal controls and carries out procedures for following up good health and environmental conditions. The kindergarten has all necessary insurance for both children and employees.