

STATUES

FOR

THE

PUBLIC

KINDERGARTENS

IN

FROSTA

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STATUTES FOR THE PUBLIC KINDERGARTENS IN FROSTA

Section 1 - PURPOSE

The Kindergarten shall, in collaboration and close understanding with the home, safeguard children's need for care and play, and promote learning and formation as a basis for an all-round development. The Kindergarten shall be based on a fundamental values in the Christian and humanist heritage and tradition, such as respect for human dignity and nature, on intellectual freedom, charity, forgiveness, equality and solidarity, values that also appear in different religions and beliefs and are rooted in human rights.

The children shall be able to develop their creative zest, sense of wonder and need to investigate. They shall learn to take care of themselves, each other and nature. The children shall develop basic knowledge and skills. They shall have the right to participate in accordance with their age and abilities.

The Kindergartens shall meet the children with trust and respect, and acknowledge the intrinsic value of childhood. They shall contribute to well-being and joy in play and learning, and shall be a challenging and safe place for community life and friendship. The Kindergarten shall promote democracy and equality and counteract all forms of discrimination.

Section 2 - CONTENT OF KINDERGARTENS

Kindergartens shall be pedagogical undertakings. The Norwegian Ministry of Education and Research (Kunnskapsdepartementet) has established a framework plan for kindergartens which directs their content and tasks. The municipality of Frosta has adopted the framework plan into a plan appropriate for local conditions. The Cooperation Committee from each kindergarten work together to develop annual pedagogical plans.

Section 3 - OPERATIONAL GUIDELINES

At all times the kindergarten shall operate in accordance with the Kindergarten Act (Lov om barnehager) with its corresponding regulations and directions as established by the Norwegian Ministry of Education and Research (Kunnskapsdepartementet), as well as in accordance with local resolutions and plans for each kindergarten. Each kindergarten shall have a documented internal control system.

Section 4 - GOVERNANCE

1. The county council or the designated authority has responsibility for governance of the kindergartens in the county.

Administration is performed by the deputy mayor or the kindergarten manager in the municipality.

2. Each kindergarten shall have a parents' council and a coordinating committee, just as the Kindergarten Act, of June 17th 2005, § 4. The parents' council shall comprise the parents/guardians of all the children and shall promote their common interests and help to ensure that the collaboration between the kindergarten and the parents as a group fosters a good environment in the kindergarten. Parents' council shall be notified of and have the right to express opinions in all issues that are important to the parents' relationship to the kindergarten.

3. The coordinating committee of Folkheim kindergarten is comprised of 1 representative from the parents/guardians, 1 representative from the employees and 1 representative from the municipality (including members and vice-members).

The coordinating committee of Solvang kindergarten is comprised of 1 representative from the parents/guardians, 1 representative from the employees and 1 representative from the municipality (including members and vice-members).

The coordinating committee of Borglia kindergarten is comprised of 2 representative from the parents/guardians, 2 representative from the employees and 1 representative from the municipality (including members and vice-members).

Parents/guardians and employee representatives to the coordinating committee are elected for 1 year. Representatives from the municipality serve for their elected term. The coordinating committee organizes itself.

The head teachers (barnehagestyrer) of the individual kindergartens have the right to meet, speak, and make suggestions at coordinating committee meetings.

Section 5 - Annual plan – annual report

Each year the coordinating committee from each kindergarten shall establish an annual plan for the pedagogical activities. The plan is applicable for 1 year, from August 1st to July 31st.

The content of the annual plan shall meet the guidelines for a kindergartens' content and tasks issued in the Kindergarten Act (Lov om barnehager.)

Each kindergarten shall create an annual report at the end of each kindergarten year.

Section 6 - Admission of children

1 - Authority

Admission to the kindergarten is administered by the deputy mayor or designee. The head teacher (barnehagestyrer) of the individual kindergarten prepares for admission. Information about children with special needs is received from the social service entity PPT (Pedagogical-psychological counselling service), the community mother and child health service (helsestasjon), and the child welfare service (barnevern).

2 - Admissions procedures

The kindergartens offer care for 1, 2, 3, 4 or 5 days per week. It is possible to apply for a flexible schedule in 1, 2, 3 or 4 days care.

Opening for admission is announced in the local newspaper and on the internet. The announcement must include information about when the applicant can expect a decision. Application for admission is made via an on-line form. All approved kindergartens in the municipality, both private and public, shall cooperate on the admission of children.

The application form and deadline are shared by all public and private kindergartens.

The applicant may appeal the admissions decision within 3 weeks of receiving notice.

The applicant must give written notice of acceptance of the offer of admission and terms of the applicable statutes within 3 weeks of receiving notice.

Each year there is one primary application period, for admission starting August 1st.. Applications received outside of the primary application period are evaluated on a space-available basis.

Once admitted, the child is admitted until the child starts school, unless written notice of withdrawal is given. A new application must be made to switch to a different kindergarten or schedule.

The child may be withdrawn from the kindergarten with a 1-month written notice (from either the 15th or last day of the month, and applicable from the 16th or first day of the following month). The child may not be withdrawn with an effective date after May 1st until the end of the kindergarten year unless the spot can be filled. That means, the last day on which notice of withdrawal may be given is March 31st. The term of notice, that is the final month in kindergarten, must be paid.

A child that is withdrawn will not automatically be given preference in the next admission..

3 - Admissions criteria

Admissions shall occur in accordance with the Kindergarten Act and the individual kindergarten's approval.

Children who are at least one year old before the end of August in the year application for admission is made have the right to a place in the kindergarten from August, according to the Kindergarten Act

Admissions are made to all public and private kindergartens as one unit. The first choice will be given as much as possible.

An adequate number of places will be held open in case of appeals for a different place than the one assigned.

In the event that more applications are received than there are available spaces, the following will be prioritized:

3.1.1 - Children with disabilities, to the extent that they may be helped by attending an ordinary kindergarten. A statement from an expert must be included with the application. The individual(s) with parental responsibility make the final decision about whether the child may benefit from attending the kindergarten. Children with disabilities are prioritized in applications received throughout the year.

3.1.2 - Children from families which require follow-up. These children are also prioritized to application throughout the year.

3.1.3 - Up to 3 places are earmarked for parents which are employed in the municipality and are given priority for kindergarten admission. This serves as a recruitment incentive. In the case that these spaces are not needed in a particular year during the main admission process in August, they are divided up according to other priorities. Applications received after the main admission process is completed, will be prioritized after others on the waiting list. Admission to one of the local kindergartens will be granted, although not necessarily to the first choice.

- 3.1.4** - Children already admitted to a particular kindergarten are prioritized for increased time or other changes to their schedule in the same kindergarten. These children are also prioritized in admissions throughout the year (not just in the main admission process.)
- 3.1.5** - Siblings are prioritized in the same kindergarten, also throughout the year, as long as others on the waiting list have received a kindergarten place after the yearly coordinated admission.
- 3.1.6** - Children who have been on a waiting list for more than 3 months, will be prioritized during the main admission process. This is assuming that the child is at least 1 year of age within August of the year for which the place is applied for.
- 3.1.7** - The oldest children are prioritized as long as this fits within the individual kindergarten's age group planning.
- 3.1.8** – Guidelines for flexible schedules :
- 1 - The schedule must be agreed with the head teacher of the kindergarten at least one week in advance.
 - 2 - A fixed schedule shall be followed.
 - 3 - The agreed schedule cannot be changed later than 1 week before the start of the scheduled week.
 - 4 - In the event that changes in schedule still is needed, it is possible to buy single days of daycare in kindergarten if space is available.
 - 5 - Days absent due to vacation and sickness cannot be used later.

Section 7 - Admissions appeals process

Appeals for the admission process must be made in writing to the deputy mayor (Rådmannen) within 3 weeks after becoming aware of the decision made.

Appeals will be handled in accordance with the Law on treatment of cases in administration (Lov om behandlingsmåten i forvaltningssaker), §§ 28 – 36,

The municipality Frosta kommune has established its own appeals committee.

Section 8 – Parents' fees of payment

1. The Frosta County Council determines the payment terms for the kindergartens in the municipality.
Siblings are given a discount according to the following rules: The most expensive place is paid full price. The second child receives a 30% discount, and the third and following receive a 50% discount.

There is no payment in July.

Single days are paid at an established daily rate.

Milk and fruit are paid at the kindergarten's cost of purchase.

2. Payment is due the 20th of each month as billed.

3. If payment is not made after reminders have been sent, the place will be lost throughout the rest of the kindergarten year, that is until August the 1st. Late or missing payments will be followed up by the accountant in the municipality (Kommunekassen). Assignment for the place in kindergarten throughout the rest of the kindergarten year, may be considered in case that the parent fees is paid.

In Frosta it is possible to apply for reduced payment on the basis of economic need.

4. In the event of continuous sickness lasting over an entire month, payment may be reduced by 50% during the time the sickness lasts. A doctor's certification is required.

Section 9 - Hours of Operation

The kindergartens are open from 06.45 a.m to 16.30 p.m. They are open all weekdays, not on Saturday or Sunday. The new year in the kindergartens starts at Monday the first entire week of August. They are closed the last 3 weeks of July.

The kindergartens are closed 5 days – 37,5 hours per year for continuing education, planning and cooperation for the employees.

To the extent possible, days of courses and planning are coordinated for the kindergartens and the school.

The kindergartens are closed Christmas Eve and New Year's Eve. The kindergartens are closed during the Christmas days and Monday, Tuesday and Wednesday before Easter. If place in kindergarten is needed any of these days, please contact the head teacher last three weeks before Christmas /Easter. These days of operation may be offered at only one kindergarten for all children united.

In case of operation Wednesday before Easter, the kindergartens close at 12.00 a.m.

Open kindergarten (Åpen barnehage) follows the school's schedule for fall, Christmas, winter, and Easter vacations. It is closed in July.

The nature kindergarten (Naturbarnehagen) is not offering a nature program open in July.

Section 10 - Summer vacation

The last three weeks of July, when the kindergarten is closed, is regarded as vacation for the children. In addition, the 5 planning days constitute one week. This gives the children 4 weeks of vacation altogether. If additional vacation is wanted for the child, contact the kindergarten as soon as possible.

Section 11 - Location and Facilities

The kindergartens shall have indoor facilities and outdoor space appropriate to the children's age and amount of time spent at the kindergarten. The children shall have access to a variety of activities in a safe environment. The outdoor space shall normally lie adjacent to the kindergarten's facility.

1. Net indoor play and living space - 4 m² per child over 3 years of age.

2. Useable outdoor space (net) - approximately 6 times indoor space.
3. Children under three years of age require approximately 1/3 more space than children over three years.
4. The children's "net indoor place and living space" is defined as the space the children actually have available to use.
5. The oversight authority in the municipality can approve small deviations when approving an individual kindergarten.

Section 12 - Health considerations

1. Before a child starts to attend a kindergarten, a statement concerning the child's health must be presented. Assuming the child has been to ordinary check-ups at the local mother and child clinic (Helsestasjon), the child's parents can give the declaration. This according to § 23 in the Kindergarten Act.
2. It is assumed that the child is taken to ordinary check-ups at the local mother and child clinic.
3. In the case of accident, sickness and suspected epidemic, the kindergarten head teacher may decide to contact a doctor immediately and inform the parents/guardians afterwards.
4. The kindergarten has in some cases duty to provide information to the child welfare service (Barneverntjenesten), This according to § 22 in the Kindergarten Act.
5. In the case of children with reduced abilities or who are in danger of developing disabilities, the head teacher of the kindergarten, together with the parents/guardians, shall take the initiative to contact the local mother and child clinic and PPT (Pedagogical – psychological counselling service).
6. The kindergarten shall be notified if the child is absent from the kindergarten due to sickness or other reasons.

Section 13 - Effectiveness

These statutes are made effective from March 29th 2011.

Small changes in the statutes which do not affect the principle concepts of the regulations can be made by the coordinating committee. The head teachers of the individual kindergartens shall be given the opportunity to state their opinion before the changes go into effect.