

LURØY MUNICIPALITY



Kindergarten Statutes

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Lurøy Municipality's vision:

"To create good living conditions for the residents of Lurøy, built on quality, safety and happiness ".

The kindergarten's aim to achieve the vision:

- Good professional and competent employees who work with children and young people, will ensure growth based on quality.
- A good learning environment. By learning environment, we mean the total cultural, relational and physical conditions in school and kindergarten that are important for children's learning, health, safety and well-being.
- Growing up in Lurøy will provide strong, independent and committed people with a devotion towards their home.

1. MANAGEMENT

1.1. Ownership

Lurøy municipality is a kindergarten owner and is responsible for the operation of the kindergartens.

1.2. Kindergartens are run in accordance with:

- The Kindergarten Act, with regulations.
- The Work and Environment Act, etc. (AML)
- The Main Agreement (HA) and the Main Tariff Agreement (HTA)
- Municipal regulations
- Internal control and HSE for Lurøy municipality
- Statutes for kindergartens in Lurøy
- Current financial and action plan in Lurøy municipality
- Annual plan for each kindergarten

1.3. Kindergarten years and three years of age

The kindergarten year coincides with the school year.

Children are over three years old from August of the year in which they turn three.

(Regulations on educational staffing § 1).

1.4. Playground and recreation area

The standard for playground and recreation area per child should be:

- 5,3 m² per child under 3 years of age
- 4,0 m² per child over 3 years of age

2. OBJECTIVE

The kindergarten shall, in collaboration and understanding with the parents or guardians, attend to the children's needs concerning care and play, and promote learning and growth as a basis for all-round development. The kindergarten shall build on fundamental values of Christian and humanistic heritage and tradition, such as respect for human dignity and nature, on intellectual freedom, compassion, forgiveness, equality and solidarity; values expressed in various religions and philosophies and rooted in human rights.

The children should be able to express their creativity, curiosity and need to explore. They must learn to take care of themselves, each other and nature. The children must develop basic knowledge and skills. They shall have the right to participation, adapted to their age and situation.

The kindergarten must meet the children with confidence and respect and recognize childhood self-esteem. This will contribute to well-being and joy in play and learning and be a challenging and safe place for solidarity and friendship. The kindergarten shall promote democracy and gender equality and counteract all forms of discrimination

(The Kindergarten Act section 1).

3. ENROLMENT OF CHILDREN

3.1. Right to enrolment

Children are entitled to enrolment a kindergarten in the municipality where they reside.

Children who reach the age of 1, at the latest by the end of August of the year in which kindergarten enrolment is applied for, are entitled to apply for enrolment in a kindergarten from August.

Children who reach the age of 1 in September, October or November of the year in which kindergarten enrolment is applied for, are entitled to apply for enrolment in a kindergarten by the end of the month the child reaches 1 year of age. (*The Kindergarten Act, Section 12 a*).

3.2. Admission area

For admission, the general rule is the child's nearest kindergarten location. Lurøy inland is defined as a common admission area. However, parents are free to apply for admission in other kindergartens in the municipality. Applicants from the municipality of Rødøy are allocated admission to kindergartens in Lurøy in accordance with a current cooperation agreement.

3.3. Announcement and admission

Vacancies in the entire municipality, are announced well in advance - deadline 1 April each year.

The manager of the kindergarten / *oppvekstsenter*¹ is responsible for admitting children.

Allocated admission is retained until terminated.

3.4. One-time ruling

Admission is to be considered as a one-time ruling with the right to appeal. The Municipal Appeals Board is the appeal body. Any complaint is sent to the Local Education Authority (Oppvekstetaten) in Lurøy, which is the preparatory appeal body.

3.5. Admission criteria

If there are more applicants than vacancies, the following criteria will be applied:

- a) Children with disabilities should be given priority on admission, if the child, according to expert judgment, will benefit from admission to the kindergarten. The expert's assessment must be carried out in collaboration with the parent(s). The parent(s), who has/have the custodian responsibility, finally decides whether the child will make use of the admitted
- b) Children for whom a decision has been made pursuant to the Child Welfare Act.
- c) Children who turn one year before the end of August the year admission is applied for, are entitled to admission.
- d) Social reasons such as living conditions and the child's opportunity to play with children of the same age in the local community.
- e) When admitting other children, the length of stay of the children is considered. Those who apply for the longest stay are given priority, and of these, the oldest are first in line.

¹ "oppvekstsenter" refers to a combined school and kindergarten.

3.6. Enrolment during the kindergarten year

You can apply for admission outside the main admission period. The application must be sent to the manager of the kindergarten / *oppvekstsenter* who processes the application. The processing period can take up to 14 days.

3.7. Short time stays

If there is available capacity, the manager of the kindergarten / *oppvekstsenter* can admit children for short periods. Short-time stays cannot be part of a permanent arrangement.

4. OPENING HOURS

4.1. Daily opening hours

The kindergartens' opening hours are adapted to local needs within the framework of up to 45 hours a week and as a rule between 7.30 am and 4.30 pm. Opening hours are determined after main admission each spring. If there is no need for the scheduled opening hours, they can be reduced.

4.2. Opening hours – Christmas and Easter

The day before Maundy Thursday (Wednesday in a quiet week), Christmas Eve and New Year's Eve, kindergartens close at 12:00 am. See the Main Tariff Agreement (HTA)§ 4.6. The kindergartens are open during the Christmas holidays and in the quiet week when needed (separate form for the kindergarten). There must be a minimum of 2 children applying for the need to keep the kindergarten open.

5. ENROLMENT TIME AND PAYMENT

5.1. The various enrolment periods.

The following weekly enrolment period can be applied for (entire full weeks are given priority):

- Full week 100 % - 5 days
- 80 % - 4 days
- 60 % - 3 days
- 40 % - 2 days

5.2. Sibling discount

Sibling discount is given for siblings in kindergartens and After-School Recreation (SFO). The discount follows the child in line and represents a 30% reduction for child #2 and 50% for child #3 or more. The first child is considered the oldest regardless of whether it is in the kindergarten or the SFO.

5.3. Extra days / hours

The manager of the kindergarten / *oppvekstsenter* can grant extra days/hours to children who already have been enrolled. You pay for the number of hours per day that you have agreed that the child should be in the kindergarten. The rates are decided by the municipal council. Extra day/hours can only be given for 1 (one) week ahead and should not be part of a fixed scheme. Extra days/hours are not given during the summer holidays, the quiet week or the during the Christmas holidays. No sibling discount is given for extra days/hours or short-time enrolment.

5.4. Delivery and pick-up

The child must be delivered and picked up by an adult, unless otherwise agreed upon in advance. If the child is picked up after the kindergarten's closing time, extra labour costs and a minimum of one (1) hour extra payment per day will apply.

5.5. Payment rates

Parents should not pay more than the maximum price for a kindergarten enrolment. The municipal council determines the payment rates, which apply from the date the municipal council decides. July is a free month.

5.6. Collection procedure

Invoicing takes place in arrears based on monthly reports on stays from the first to the last day in the month, as well as the municipal procedures for collecting fees.

5.7. Default on payment

If the kindergarten bill is not paid, the municipality follows its normal collection procedure. The right to permanent enrolment may lapse, and a new application for admission must be submitted. From the municipality, the parents will receive 1 (one) notice before the claim goes to debt collection. Parents who owe payment must take the child/children out of the kindergarten.

5.8. Reduced payment

The following circumstances may provide a basis for a reduction of parental payment;

- Absence due to illness of the child.
- Sickness or death in the immediate family, which causes the family to leave the area or for other reasons are prevented from delivering and picking up the child at the kindergarten.
- The child is visiting the parent who do not have the daily care or custody.
- Holidays outside regular holiday leave are assessed upon application
- Possible closure of the kindergarten
- Layoffs of staff

Detailed rules for reduction in such cases:

- No reduction in payment in the absence of 1/3 of the agreed period of stay per. month.
- In the absence of between 1/3 and 2/3 of the agreed period of stay, the payment is reduced by 50%.
- In the absence of more than 2/3 of the agreed period of stay, payment will lapse for one month.
- If the kindergarten must discontinue its activities due to, for example, renovations, power outages or lack of staff due to sickness, parental payment should be reduced relatively, if it applies to whole days.

5.9. Absence

The parents must give notice to the kindergarten if the child/children cannot attend and the reason for the absence must be stated. If the kindergarten is only used sporadically, they may risk losing their place. This is especially applicable if there is a waiting-list to accommodate other children. Written notice will be given.

5.10. Planning and competence days in the kindergarten year

The kindergarten staff has 5 days of planning and competence per kindergarten year. These days are enshrined in the kindergarten's calendar, and the kindergarten is closed. Two of these days can be shared with the schools during the autumn.

5.11. Reduced parental payment

Parental payment for the kindergarten shall not exceed 6% of the household's gross income. Households with lower gross income than this, can apply for a reduction of the parental payment. This is in accordance with the regulations concerning *Parental payments to kindergartens - § 3*.

5.12. Free core-time for 2-, 3-, 4- and 5-year old children

As of August 1, 2018, all 2-, 3-, 4- and 5-year olds, and children with a delayed school start and who live in low-income households, have the right to receive 20 hours per week of free enrolment in a kindergarten. The gross income limit for free core time is set in the state budget each year.

Reduced parental pay and free core time can be applied for one kindergarten year at a time. The application form and further information is attached to this statute.

6. TERMINATION OF THE KINDERGARTEN ENROLMENT

6.1. Termination of kindergarten enrolment

The kindergarten enrolment must be terminated in writing with one month's notice. Termination notice is sent to the manager of the kindergarten / *oppvekstsenter*. The cancellation is effective from the 1st (first) of the following month. Agreed stay during the notice period, must be paid for.

6.2. Change of enrolment period

If you wish to change the enrolment period between the main admissions, an application must be sent to the manager of the kindergarten / *oppvekstsenter* 14 days before the change is requested. The manager assesses and approves. Previously agreed enrolment period must be paid for before change takes place.

7. MEALS AND CLOTHING

7.1. Daily meals

The kindergarten offers one or two meals per day. The parents agree on the number of meals at the kindergarten. Meals are paid for in accordance with rates decided by the municipal council. Reduction in payment is made according to the same rules as for enrolment (cf. section 5.8). In case of food allergy, an individual agreement is entered.

7.2. Clothing and footwear at the kindergarten

Parents are responsible for ensuring that children have clothing so that they can participate in play and activities both indoors and outdoors. The clothing must be labelled. There should be a hanging tab on all outdoor clothing. The children should bring along necessary clothes to change into if necessary.

8. THE STAFF

8.1. Manager of the kindergarten

The kindergarten must have an acceptable educational and administrative management (*The Kindergarten Act Section 17*).

The manager of the kindergarten / *oppvekstsenter* is the general manager of the operation and is administratively subject to the education director. The general manager of the kindergarten / *oppvekstsenter* is educated as a kindergarten teacher or has other college education that provides pedagogical and educational competence.

8.2. Basic staffing

Staffing at the kindergarten must be enough to conduct satisfactory pedagogical activities (*The Kindergarten Act section 18*). The kindergarten shall have at least one employee for 3 children under 3 years old, and one employee for 6 children over 3 years old.

8.3. Pedagogical staff

Pedagogical leaders must be trained kindergarten teachers (*The Kindergarten Act section 17a*).

The pedagogical leader is responsible for planning and putting into effect the educational content and the day-to-day management.

The kindergarten must have at least one pedagogical leader per 7th child under three years of age, and one pedagogical leader per 14 children over three years of age. One more child generates a demand for another full-time position for a pedagogical leader. (*Regulation on educational staffing and exemption in kindergartens*).

The municipality can according to: "Regulations and educational staffing and exemption" agree to; *Temporary exemption from the standard educational staffing (§2) and Temporary exemption from the educational requirements and the requirement for Norwegian language skills (§3)*. No permanent exemption from the requirements can be granted.

8.4. Police record

Anyone working in a kindergarten must submit a clean police record. The certificate must not be older than 3 months. This applies to all staff who have various work assignments in the kindergarten, including persons who have temporary and long-term employment, temporary employees associated with a more established temporary employment scheme and civilian national service workers.

9. COOPERATION BODIES AND OPERATIONS

9.1. The coordinating committee (SU)

Each kindergarten must have a coordinating committee of at least 3 members with personal vice chairman. The municipal representative is elected by and from the local committee, one member is elected by and among the parents and one member is elected by and among the employees. The manager of the kindergarten / *oppvekstsenter* is the committee's secretary and has right of speech and proposal. The coordinating committee has a 1-year term of office. The term of office for the municipal representative (owner) follows the election period.

9.2. Coordinating committee within the *oppvekstsenter*

In the *oppvekstsenter*, a coordinating committee of at least 5 members is formed with personal vice chairman. The municipality's representative is elected by and among the members of the local committee, one member is elected by and among the kindergarten's parents, one member is elected by and among the school's parents, one member is elected by and among the school's staff and one member is elected by and among the kindergarten's staff. Student representatives are not present when the committee deals with childcare matters. Reference is made to section 11-1 of the Education Act.

9.3. The coordination committee's duties

The coordination committee shall be an advisory, contact-creating and cooperative body for all parties who in various ways have a responsibility for the content and operation of the kindergarten. The coordination committee shall be submitted matters of importance and shall have the right to comment on matters that are of importance for the kindergarten's activities. The committee selects its own leader.

9.4. Parents' council (FR)

Each kindergarten must have a parents' council, consisting of parents/guardians of all the children in the kindergarten. The council shall promote the parents' common interests and contribute to the work of creating a good kindergarten environment. The council must be submitted - and has the right to comment on - matters that are important concerning the parents' relationship with the kindergarten. The council selects a representative for the cooperation committee.

The parents elected head of the council is responsible for calling parent council meetings.

9.5. Parent meetings

The kindergarten calls in and chairs the parent meetings. The parent meetings can be assembled for groups, classes or departments. Here you can be informed about the kindergarten's operation, and here parents/guardians can bring up issues of a general nature. Issues relating to individual children are addressed in private meetings.

9.6. Annual plan

The manager of the kindergarten / *oppvekstsenter* prepares an annual plan for the pedagogical activities. Employees, parents and children are taken into consideration where the annual plan is concerned, before submitting it to the coordination committee and later to the Education administration agency before 30 June.

9.7. Assessment and annual report

The manager of the kindergarten / *oppvekstsenter* has an overall responsibility for the pedagogical activities being assessed in a planned, systematic and open manner. The manager of the kindergarten / *oppvekstsenter* must ensure that the assessment takes place in agreement with the parents and the staff. The parents' council and coordination committee should have the opportunity to have a real influence on the assessment process. How the assessment of the kindergarten's work is to be carried out, must be stated in the annual plan: What should be assessed, what the purpose is, who will participate in the assessment work, how and when. The annual report has its own section on assessment.

The annual report is presented to the coordination committee and must be submitted to the Education administration agency by 31. January each year.

10. HOLIDAYS

By April 1st, the parents must notify the kindergarten of when the children will have their summer holiday. The employees report their holiday requests to their manager by April 1st.

By April 20, the manager of the kindergarten / *oppvekstsenter* will set up a holiday scheme for children and employees, determine the kindergarten's opening hours and any closures based on the following criteria:

Criteria for holiday planning:

1. Parents must give written notice to the kindergarten when the child will be away on holiday, no later than April 1.
2. The children shall have at least 3 weeks of continuous holiday between the 15th of June and the 20th of August.
3. The 4th holiday week must be arranged in writing with the kindergarten in advance and can be taken freely during the year - preferably continuously.
4. There must be a minimum of 2 children with documented need to keep the kindergarten open.
5. During weeks 28, 29, 30 and 31, the opening hours can be reduced by agreement with the parents.
6. Kindergartens are closed for 2 weeks during the summer (within weeks 28, 29, 30 and 31). Parents/guardians report their holiday requests before a decision is made on which weeks the kindergarten will be closed.
7. Parents/guardians are encouraged to have a holiday plan on the minutes for the committee meetings well in advance of 1. April.
8. Lovund kindergarten is open all year round, with reduced staffing and a merged department during the holiday break. Requests must be made for a minimum of 8 children for the kindergarten to keep open.

11. COMPENSATION, IMPARTIALITY, CONFIDENTIALITY AND HEALTH

11.1. Compensation and insurance

The municipality has no liability for the children's belongings in the kindergarten.

The children are accident-insured while in the kindergarten.

11.2. Impartiality

When handling cases under the Kindergarten Act, the Public Administration Act (FVL) applies.

11.3. Duty of confidentiality

Anyone who handles cases under the Kindergarten Act has a duty of confidentiality under section 20 of the Kindergartens Act. The staff in the kindergarten have a duty of confidentiality concerning situations or conditions they become familiar with during their employment. The representatives in the committees also have a duty of confidentiality.

11.4. Duty to report

The manager of the kindergarten / *oppvekstsenter* shall immediately notify the Education administration agency if any epidemics, accidents, serious illnesses or deaths occur among the children and staff (cf. emergency plan). Likewise, both the parents and the Education administration agency must be notified when epidemics require the kindergarten to be closed.

11.5. Duty to provide information

The kindergarten's staff has a duty to provide information to social services and child welfare services, cf. Sections 21 and 22 of the Kindergarten Act. The information should normally be provided by the manager of the kindergarten / *oppvekstsenter*.

11.6. Health

If medication is required, refer to drug handling regulation in Lurøy.

11.7. Illness

If the child has an infectious disease (e.g. eye infection, chicken pox), the parents must provide information about this to the kindergarten. In the event of illness occurring at the kindergarten, the parents must ensure that the child will be picked up. The child can return to the kindergarten when the parents think it is healthy again. However, the manager of the kindergarten / *oppvekstsenter* may require that a medical bill of health needs to be presented. After an epidemic illness, a clean bill of health may be required. In case of diarrhoea or vomiting, the child must be kept at home from the kindergarten for 48 hours.

11.8. First aid

All kindergarten staff undergo first-aid courses regularly and when needed. In kindergartens that offer a swimming pool, the adults who follow the children into the pool must be approved lifeguards / rescuers.

12. ENTRY INTO FORCE

12.1. Entry into force

The statutes come into force from the date the Supervisory and Rights Board (TRS) decides. In the event of amendments to the statutes, the committee shall be given the opportunity to comment before the amendment is approved.

12.2. Information

The statutes are copied and sent to the children's parents after admission. The kindergarten informs about the statutes at the first parent meeting during the autumn. Upon receipt of a kindergarten admission, the statutes are binding for the kindergarten and the parents.

