



## MANAGEMENT GUIDELINES FOR STUDENONGAN KINDERGARTEN

### Kindergarten year

The kindergarten year commences on Wednesday in the week preceding the start of the academic year, and in which the first three days are allocated planning days for the kindergarten personnel. The other two planning days are January 2 and the first normal working day after Easter.

### Opening hours

Opening hours are from 7:00am – 4:30pm. Children who arrive at 7:00am must be collected by 4:00pm, to ensure that they do not spend longer than nine hours in kindergarten in one day. Children who start the day later must be collected by 4:20pm to ensure that personnel have time to tidy and close the kindergarten. Parents/guardians who collect their children after 4:30pm are liable to pay a fine of NOK 500 per commenced hour of overtime. The kindergarten is closed on Christmas Eve and New Year's Eve, and has restricted opening times between Christmas and New Year. The kindergarten closes at 12:00 noon on the Wednesday preceding Easter weekend.

The kindergarten can extend opening hours until 5.30pm on examination days, if one month's notice is given. The adjusted opening hours will then be from 08:30am – 5:30pm.

### Sick child and other absence

Parents are required to give notice to the kindergarten, at the start of the day, if their child is sick or absent for any other reason.

### Parent meetings

Parent meetings are held at least twice annually. Personnel must be present during meetings. Parents are invited to individual consultations twice each year.

### Child's health

Parents are required to notify the kindergarten of any contagious illness in the home. Sick children are not permitted to attend kindergarten.

### Insurance

Children are insured through StudentiNord's insurance. This insurance applies to travel to and from the kindergarten, in kindergarten and for activities for which the kindergarten is responsible.

### Replacement of personal items

The kindergarten is not responsible for the loss or damage of any personal toys, sports equipment or clothes.

Revised January 2017