



BYLAWS FOR NORD STUDENTSAMSKIPNAD'S STUDENT KINDERGARTENS

Studentongan kindergarten (Studentongan barnehage)
Steinkjer Student Kindergarten (Studentbarnehagen Steinkjer)
Røstad Student Kindergarten (Røstad studentbarnehage)
Trimia Student Kindergarten (Trimia studentbarnehage)

§1 OWNERSHIP

The student kindergartens are owned and operated by Nord studentsamskipnad (Studentinord).

§ 2 PURPOSE

The kindergartens are operated in accordance with the Kindergarten Act (*Lov om barnehager*). The national curriculum and regulations provide guidelines for the kindergartens' scope of operation, and tasks. The kindergarten is part of the welfare services for students at Nord University and the Norwegian Police University College, Bodø, and the kindergarten will contribute to making the aforementioned institutions attractive study locations.

The kindergarten will provide a positive environment with an emphasis on play and social contact with other children and adults. The kindergarten will develop the individual child's personality, help children to develop a capacity for tolerance and empathy, and facilitate personal development through multidimensional opportunities for play and activity.

§ 3 THE PARENT COUNCIL AND COOPERATION COMMITTEE

The kindergartens shall have a parent council (*foreldreråd*) and a cooperation committee (*samarbeidsutvalg*) to ensure cooperation with children's homes.

The parent council is comprised of the parents/guardians of all the children in the kindergarten and has a composition that is in accordance with the Kindergarten Act. The parent council's task is to promote common interests among parents/guardians and contribute to cooperation between the kindergarten and the parent group for the development of a positive kindergarten environment.

The parent council nominates representatives to the cooperation committee.

The cooperation committee is an advisory, relationship-building and coordinating body. The cooperation committee has the following composition:

- 1 representative from the owner, nominated by Studentinord
- 2 representatives nominated by the parent council (Steinkjer Student Kindergarten: 1 representative nominated by the parent council)

- 2 representatives nominated by the staff (Steinkjer Student Kindergarten: 1 representative nominated by the staff)

The kindergarten's manager has rights to meet and to speak on and propose decisions in the cooperation committee.

§ 4 ADMISSION

The student kindergartens participate in the central admissions programmes (samordna opptak) in their host municipalities. The main central admissions round is in spring, with application deadlines set by the municipality administrations and announced at studentinord.no. The admissions period is from the date of admission until the start of the kindergarten year in which the admitted child turns six. The kindergartens may offer places to the children of students participating in session-based studies.

§ 4.1 Admission eligibility

The students children («studentbarn») are prioritized for admission. "Studentbarn" are children with at least one parent/guardian that is an active student (paying semester fee) at Nord University or The Norwegian Police University College, Bodø. "Studentbarn" that are granted a kindergarten placement retain this priority placement until they reach school age, until the placement is terminated by the parent/guardian, or until the basis for admission lapses. Admission may be granted to other/external applicants if there is vacant capacity.

§4.2 Admission requirements

The following children are prioritised:

- Children with a documented need for kindergarten admission in accordance with the Kindergarten Act. A written statement from an expert committee must be presented.
- Children with siblings in the kindergarten.
- Children of single parents.

Group composition (age and gender) is also taken into consideration. The kindergarten aims to achieve continuity. Admission occurs on the basis of the management's recommendation. Vacant placements are allocated continuously year-round.

Appeals relating to the central admissions round are to be directed to the host municipalities. The deadline for appeal is three weeks from the date a decision is sent.

§ 5 TERMINATION

Kindergarten placements must be terminated in writing at least two months prior to the termination taking effect and with effect from the 1st of the month in question. The parents must pay for the kindergarten placement through all of the notice period regardless of whether the family uses the kindergarten during this period or not.

§ 6 LEAVE OF ABSENCE

Children with kindergarten placements may be granted leave of absence with exemption from kindergarten fees for a period of up to one year. Such a leave of absence must terminate in concurrence with the end of the kindergarten year. Partial leave of absence may be granted on the condition that the vacant placement can be filled by another applicant. Applications for leave of absence must be submitted at least two months prior to the start of

the planned leave. An application for leave of absence must be submitted to the kindergarten and will be processed by the manager.

§ 7 PAYMENT

The Board of Studentinord determines fee rates for the kindergarten as well as sibling adjustments in accordance with the Ministry's regulations relating to parent payments for kindergartens. Fees are calculated from the date the placement is allocated.

Please see the management guidelines for payment during summer holidays.

The right to an allocated kindergarten placement may lapse in the event of non-payment of kindergarten fees. Fees apply for an unused placement that is not terminated in accordance with §5 and for leaves of absence not taken in accordance with §5. Deductions are not granted in cases of absence. Sibling adjustment of 30% applies for a second child. A 50% sibling adjustment applies for three or more children. Sibling adjustments also apply for siblings who are placed in different kindergartens, regardless of owner.

The host municipality administrations handle applications for reduced parent payment which are set in accordance with current regulations.

§ 8 OPENING HOURS

Please refer to the management guidelines for the respective kindergartens. The opening hours are adapted to local conditions.

§ 9 PLANNING DAYS

The kindergartens have five planning days in the course of the kindergarten year, when the kindergarten is closed for children. The planning days are used for professional development, evaluation and planning.

§ 10 HOLIDAYS

Please refer to the management guidelines.

§ 11 AREA USAGE

A kindergarten's normal net play and recreation area usage is minimum four square meters per child over three (3) years old, and five point three square meters per child under the age of three.

§ 12 DUTY OF CONFIDENTIALITY AND OBLIGATION TO NOTIFY

The kindergartens operate in accordance with the Kindergarten Act's provisions relating to duty of confidentiality and to the obligation to notify the social and child welfare services (*sosial- og barnevernstjenesten*). Parents and guardians who participate in activities of a certain scope, and who through such activities obtain knowledge of information subject to provisions relating to duty of confidentiality, are required to adhere to the provisions about confidentiality provided in the Public Administration Act (Forvaltningsloven) §13.

§ 13 INTERNAL AUDITS

The kindergarten operates at all times in accordance with the regulations relating to internal audits.

§ 14 HEALTH, ENVIRONMENT AND SAFETY

Children with contagious illness/ reduced general health may not attend kindergarten. The kindergarten manager has the authority to determine cases where the applicability of this rule is in doubt.

The kindergarten maintains accident insurance for each child.

The kindergarten may not, as a rule, be held responsible for loss or damage to personal items such as clothes, prams/strollers, toys etc.

The bylaws were revised October 2018.