

BYLAWS FOR MÆRRADALEN KINDERGARTEN

The name of the kindergarten is: Mærradalen kindergarten.

The kindergarten is owned by: Mærradalen barnehage AS (by Jørn and Bettina Fredriksen.)

The kindergarten is approved for children between the ages 1 and 6 years old.

The kindergarten is approved for 27 children.

The kindergarten has laid down in its bylaws that the area norm is 3.5m² per child more than three years old and 4.5m² per child less than three years old.

The kindergarten is approved with a net playing and living area of 107.30m² (ref. the approval from 2015).

STATUTORY OBJECTIVE

The kindergarten shall in cooperation and understanding with the home take care of the children's needs for care and playtime, and they shall promote learning and formation as the basis for a versatile growth. The kindergarten shall build on basic values in Christian and humanistic heritage and tradition, like respect for human worth and nature, intellectual freedom, compassion, forgiveness, equality and solidarity, values coming to terms in various religions and beliefs, and which are anchored in human rights.

The children shall unfold the joy of creation, wonderment, and the desire to explore. 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, personalized to age and prerequisites.

The kindergarten shall meet the children with trust and respect and acknowledge childhood's intrinsic value. It shall contribute to well-being and joy in playtime and learning, and it shall be a challenging and safe place for community and friendship. The kindergarten shall promote democracy and equality and counteract any forms of discrimination.

Changed by law the 19th of December 2008, number 119 (1 August 2010 according to res. 18 June 2010, number 828).

ADMINISTRATION OF THE KINDERGARTEN

The kindergarten shall be administered in accordance with the Kindergarten Act, as well as regulations and guidelines determined by the Ministry of Government Administration and Consumer Affairs, as well as the bylaws applicable for the kindergarten at any time.

The municipality's kindergarten authorities Ullern District have the responsibility of supervising the kindergarten according to the Kindergarten Act.

In treating cases according to the Kindergarten Act, the provisions of the regulations of open meetings and right of speech and meeting for certain people are applicable.

COOPERATIVE COMMITTEE (SU)

SU consists of members, of which:

2 representatives are chosen by the parents' council.
2 representatives chosen by the employees.
2 representatives from the owner.

Employees having children in the kindergarten are not eligible as representatives for the parents.

Term of service for SU members is 1 year.

SU has no authority to instruct the employees of the kindergarten. This is assigned to the owners.

SU shall among other things

- Make sure that the kindergarten is being operated within the bounds of the Kindergarten Act.
- Treat the yearly plan.
- Speak out about changes to bylaws.
- Speak out about personnel instructions.
- Present a report about its activity by the end of the kindergarten year.

There shall be kept a record of SU meetings.

There will not be given any financial compensation to board members.

SU choose their own manager and vice-manager. Decisions are made by simple majority and SU is quorate when at least 2 members are present. In case of a tie, the manager has a double vote.

The members of SU have a duty of confidentiality.

Until SU is chosen, the founder acts as an interim board.

THE PARENT COUNCIL

The parent council is the supreme body of the kindergarten and consists of parents and legal representatives of all children in the kindergarten.

The parent council shall promote the cooperation between the home and the kindergarten.

The parent council can ask to be presented with cases of importance for the parents' relation with the kindergarten. The parent council has the right to speak out in those cases before decisions are made.

By a vote in the parent council, 1 vote are given to every attendee, limited to 1 vote per child in the kindergarten.

Parent council is held 2 times per year. The employees shall be present at these meetings. The board is responsible for hosting parent council, and they will call a meeting with at least 8 days' notice.

The call to meeting shall also be done when parents of at least 10 children demands it.

The parent council shall for each meeting choose a moderator and a referrer who keeps minutes of the meeting.

THE KINDERGARTEN'S PERSONNEL

The personnel shall be employed and paid by:

Mærradalen barnehage AS (Jørn Fredriksen and Bettina Fredriksen)

Other personnel shall, unless otherwise is expressly decided within the frames of The Kindergarten Act, consist of at least 1 educational leader per division and 2 assistants per division.

The manager shall in cooperation with the other personnel develop an education yearly plan and present this to the board.

The owner shall develop instructions for the personnel.

Internal control.

The kindergarten conducts an internal control every year, according to the regulation for internal control. Routines for this are assembled in a binder which is updated regularly.

RULES FOR ADMISSION

The kindergarten spots are assigned by the manager/owner in cooperation with the other personnel. Admission of new children happen every fall, or when there are available spots.

ADMISSION CRITERIA:

Admission criteria

1. According to § 13 in The Kindergarten Act, the following children shall be prioritized for admission.
 - Children with disabilities. An expert assessment shall be conducted to assess if the child has got disabilities.
 - Children that are under a lawful decision by the child protective service Act §§ 4-12 and 4-4 second and fourth subsection.
2. Siblings are prioritized.
3. Children from Øvre Ullern Boliglag have priority over available spots.
4. Children of employees.
5. Local children have a prioritized spot - specifically Bestum school district. At admission, the manager will assemble the groups based on an even distribution of cohort and gender. The kindergarten will strive to have 50% ratio between boys and girls. If more applicants have the same priority over one spot, the manager will decide who gets the spot by a random draw.

Every parent has the right to complain to a rejection. The complaint must be sent to the city district within 3 weeks of the receipt of the rejection letter.

BREACH

If the stay is not paid for before the due date and there is not given any payment deferral, or if the parents fail to follow the bylaws and the regulations made by the board, the board will give

a written message that the child immediately loses its spot if a payment does not take place within 14 days.

Those who have a payment due for stay, will not be able to enroll their children into the kindergarten before all debts have been paid.

The pending amount is withdrawn from the deposit.

TERMINATION

Accepting an assigned spot is binding, but can still be terminated with 2 months' notice. Termination is applicable from the first of the following month. The termination shall be in writing.

OPENING HOURS

The kindergarten is open 5 days a week from 7.30 to 17.00.

The kindergarten is closed on Saturdays and public holidays as well as Christmas Eve and New Years Eve. The kindergarten is also closed the days between Christmas and the new year.

The kindergarten is closed for 4 weeks in July.

The days before Easter, the kindergarten is open from 8.30 to 16.00. The day before Maundy Thursday, we are open to 14.00.

The kindergarten starts a new year on 1 August.

The kindergarten has got 5 planning days. These are determined by the manager and are embedded in the yearly plan.

FINANCES

The kindergarten follows the maximum price for kindergartens.

The manager/owner of the kindergarten has the day-to-day financial operational responsibility for the kindergarten.

The owners will take on the accounting and have contact with an accountant for final revision.

Currently, the parental payment is 3000 NOK for a child in the kindergarten. Plus 300 NOK for food.

For the kindergarten year, Oslo municipality gives siblings moderation to private kindergartens: 30% for child number 2 and 50% for child number 3.

Parents can apply for reduced parental payment if they have a low income. You can receive rates and rules for this by contacting the manager. This is also found on the website of the city district.

The kindergarten uses e-invoice. At allocation of a spot, the caregivers must inform the manager which e-mail address to use for e-invoicing.

THE CHILDREN'S HEALTH

Self-declaration by a prescribed form shall be delivered for all children.

If there are contagious diseases at home, the caregivers are obliged to share this with the manager immediately.

Sick children shall NOT be delivered in the kindergarten.

THE CHILDREN'S CLOTHES

The children's clothes and footwear shall be marked with a name. The children must be dressed for the weather.

Toys are not allowed to bring from home, except through a special agreement with the manager.

The kindergarten has no responsibility for private toys.

ATTENDANCE

The children shall be followed to the kindergarten. You shall notify us that they have arrived and that they are being picked up.

The kindergarten's core time is 9.30 to 14.00. The kindergarten must be notified if the children arrive after this.

The kindergarten must be notified if the child is picked up by someone else than the parents or caregivers. The kindergarten does not give children to others without consent from the caregivers.

The kindergarten must be notified if the child is absent.

INSURANCE AND LIABILITY FOR DAMAGES

The kindergarten is obligated to take out an insurance for accidents and damages on children and employees happening in the kindergarten within the opening hours. No one can demand compensation for loss/damage for more than the amounts applicable for the kindergarten's insurance agreement.

The kindergarten has no liability for loss which is caused by the kindergarten being closed because of a strike, staffing problems, fire, etc., as well as force majeure.

CHANGES TO THE BYLAWS

The bylaws can be changed by the owner. The changes are presented to the board.

DISSOLUTION

If the owner of the kindergarten wants a dissolution of the kindergarten, the owner is obliged to inform all parents of this with a half year written notice.

ADOPTION OF THE BYLAWS

The child's parents must accept the kindergarten's bylaws in writing upon spot allocation.

CONFIDENTIALITY

All personnel in the kindergarten are subject to confidentiality and have signed a vow of

confidentiality upon employment.

POLICE CERTIFICATE

All employees have presented a valid police certificate upon employment. The police certificate can not be older than 3 months.