



HORTEN
KOMMUNE

Service area: kindergarten

Statutes for municipal kindergartens

In force from 01 August 2021

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1: Ownership

Horten municipality is the owner of the kindergarten and is responsible for ensuring that the kindergartens are run in compliance with the Act relating to Kindergartens of 17 June 2005, no. 64 (Kindergarten Act), prevailing regulations, guidelines, municipal decisions and plans for each individual kindergarten.

2: Purpose

The kindergarten must, in collaboration and understanding with the home, ensure the children's need for care and play, and promote learning and formation as a basis for a well-rounded development. (Section 1).

The kindergarten shall be a pedagogical enterprise. Regulations of the Kindergarten Act, "Framework plan for kindergarten content and tasks" describe the kindergarten's social mandate (Section 2).

The kindergarten shall cooperate with schools with respect to the children's transition from kindergarten to school and after-school programmes. This cooperation shall contribute towards a secure and comfortable transition for the children. (Section 2a)

Children in kindergarten have the right to express their opinions on the day-to-day activities of the kindergarten, and in matters that involve them. The best interests of the child is a fundamental consideration in all actions and decisions that affect children in kindergarten. (Section 3)

3: Parent Council and Coordinating Committee

To ensure good cooperation with the children's families, each kindergarten must have a parent council and coordinating committee.

The headteacher of the kindergarten must ensure that matters of importance are presented to the parent council and coordinating committee.

The parent council is comprised of the parents of all the children in the kindergarten. The parent council discusses matters of common interest and contributes to a good kindergarten environment. The coordinating committee shall function as an advisory and coordinating body that facilitates good relationships. Based on the framework plan for the kindergarten, the coordinating committee for each kindergarten shall determine a yearly plan for educational activities (Section 2).

The coordinating committee is comprised of parents and kindergarten staff members to ensure that each group is equally represented (Section 4).

4: Staff

a) Kindergarten leadership

Each kindergarten must have responsible pedagogical and administrative leadership, as well as a general manager.

Kindergartens with more than 4 units must also have an assistant headteacher of the kindergarten. The headteacher of the kindergarten (unit leader) must have a kindergarten teacher education or other relevant teaching education (Section 24).

b) Teaching staff

There should be at least one pedagogical supervisor per 7 children under the age of three, and one pedagogical supervisor per 14 children over the age of three. Children are considered three years old from August of the year they turn three. The pedagogical supervisor must have kindergarten teacher education or other relevant teaching education (Section 25).

c) Basic staffing

The basic staffing must be such that kindergarten personnel can run a satisfactory educational enterprise. The kindergarten should have at least one staff member per three children under the age of three, and one staff member per six children over the age of three (Section 26).

d) Norwegian language skills

Persons seeking employment with the kindergarten, who have a first language other than Norwegian, must have passed a Norwegian language test (Section 27).

e) Other information

In addition to the regular staff, the kindergarten may also have teachers and assistants who work with children who have special needs, or with children of linguistic minorities.

The kindergarten is obliged to offer fieldwork placements for students in kindergarten teacher programmes.

The kindergarten may also accept trainees and interns.

5: Space norms and standards

Kindergartens in Horten are approved if they have the following minimum space norms and standards:

Net play area per child over the age of 3 is 4 m², and per child under the age of 3 is 5.3 m². The outdoor area should be about 6 times the size of the indoor play and living space.

6: Opening hours

Kindergarten opening hours are from 06:45 to 16:30.

The kindergartens are closed during weeks 38, 29 and 30, as well as Monday, Tuesday and Wednesday before Easter, Christmas Eve, and the two following business days between Christmas Day and New Year's Eve. Kindergartens are open on New Year's Eve until 12 noon, if this falls on a business day.

The kindergartens have 5 planning days during the academic year. On these days, the kindergartens are closed. These are coordinated with schools and after-school programmes, to the extent this is possible.

7: Application for kindergarten places

Parents can apply for a kindergarten place at any time during the year.

The child will retain this place until he or she starts school or until it is terminated by the parents.

The application for a kindergarten place is submitted electronically on the municipal website.

8: Right to a kindergarten place

Children who will be a year old by the end of August, and whose parents have applied by the deadline for the main admission on 1 March, have the right to a kindergarten place from 1 August.

Children who will be a year old in September, October or November, and whose parents have applied by the deadline for the main admission on 1 March, have the right to a kindergarten place from their first birthday. (Kindergarten Act, Section 16)

9: Transfer from one kindergarten to another

Transfer applications are evaluated prior to the main admission and supplementary admission in the following order:

- 1) Children in kindergartens that are closing down
- 2) 3 – 5-year olds with places in cooperative family day care centres
- 3) Siblings of children who already have a place in the kindergarten where admission is sought
- 4) Other transfer applications

10: Admission district

Horten municipal kindergarten accept children residing in Horten municipality.

11: Admission

The Director of Kindergartens is responsible for coordinating admissions on an equal basis for both municipal and private kindergartens, and must ensure that there are a sufficient number of kindergarten places in the municipality. Service users' wishes and needs must be given considerable weight during the admission process. In the event there are no available places in the kindergarten of the applicant's choice, the municipality may offer a place in another kindergarten (Kindergarten Act, Section 17).

a) Main admission

The application deadline for the main admission, allowing the child to start at the beginning of a new kindergarten year, is 1 March. The kindergarten year is from 1 August through 31 July. Applicants will receive a reply by 1 May.

b) Supplementary admission

Waiting list applicants will be allocated places as they become available throughout the year, based on the admission criteria.

c) Admission criteria

The headteacher of each kindergarten will allocate the available places according to the following admission criteria, in order of priority:

1. Children with the right to a kindergarten place whose parents have applied for the main admission before the deadline of 1 March, and who will be a year old by the end of November.
2. Children with special needs or disabilities, and children who have decisions under the Child Welfare Act. An expert evaluation must be included.
3. Children from families with special difficulties and hardship. Professional documentation must be included.
4. Children who will be starting school

5. Children from families who are linguistic minorities, where both parents have a first language other than Norwegian, Sami, Swedish, Danish or English
6. Siblings in the same kindergarten
7. The child's age and the group composition of the kindergarten
8. Children who live in the local community and in the school district where the kindergarten is located

When a first or second choice of kindergarten or the request for changes in kindergarten hours for the child has been offered and declined, the child will no longer be prioritised for a placement. Applicants who are neither granted their first nor their second choice may request a written justification for why the child was not allocated a place in their preferred kindergarten.

d) Placement offer

100% place = 5 days a week

60% place = with whole days, by agreement with the headteacher of the kindergarten.

e) Use of placement

The starting date for a kindergarten place after the main admission or the supplementary admissions throughout the year will be stated in the placement offer. The child will retain their allocated place until 31 July of the year the child starts school. If the child has been granted deferred school entry, they will retain their place in kindergarten without the need for a new application.

f) Waiting list

Applicants who have not been granted their first choice of kindergarten may be placed on a waiting list and prioritised according to the admission criteria for available places in this kindergarten.

g) Appeal process

Rejections of applications for the main admission for kindergarten places may be appealed.

Applicants may also appeal if neither their first nor their second choice of kindergarten has been granted.

For supplementary admission, only applicants with a statutory right to priorities pursuant to Section 13 of the Kindergarten Act may file an appeal. This refers to children with special needs or disabilities, and children with decisions under the Child Welfare Act.

Appeals on decisions must be submitted to the Director of Kindergartens (barnehagesjefen). The appellate body is the municipal appeals board. (Regulations related to case processing rules for kindergarten admissions, Sections 6 and 7).

12: Parental fees

The municipal board determines parental fees, meal expenses and sibling discounts at its annual budget meeting. Parents must pay meal fees based on the cost principle, in addition a fee for the placement itself.

Parental fees are invoiced in arrears each month. There are no fees in July.

Payment is due on the 15th of each month.

Places that are terminated after 1 May must be paid through June.

a) Fee reductions

Parents with low-income households may apply for fee reductions or fee exemptions:

- when the cost of a kindergarten place exceeds 6% of the household's total gross income
- for placements of 20 hours per week for children ages 2 through 5, and for children with deferred school entries

- if the child has a serious illness or hospital stays that exceed one calendar month, and absences due to illness is documented by a doctor.

Fee reductions are determined at the municipal board budget meetings annually. Applications for fee reductions must be sent to the kindergarten administration.

b) Failure to pay

Failure to pay the parental fee for more than two months will result in a warning for debt collection. Debt collections are conducted according to municipal routines.

13: Termination

Termination of a kindergarten place must be submitted in writing, electronically. The termination notice period is 1 month from the first day of the month after the notice of termination has been received. Terminations should be sent electronically on the municipal web page.

Parents must make sure to terminate the kindergarten place when moving out of the municipality. Kindergarten places may be retained for up to three months by agreement with the kindergarten administration.

If the kindergarten place is not used for one month, the parents will be called in for a meeting with the headteacher of the kindergarten to discuss any needs, changes or possible termination.

14: Leave of absence

Parents may apply to the headteacher for a leave of absence if the place has been used for at least three months.

A leave of absence may only be granted for whole days, from the first day of the month to the end of the kindergarten year. A leave of absence will be in effect, at the earliest, one month after the application has been granted.

15: Health

Parents must provide a certificate of their child's health before the child can begin kindergarten. This information must be provided in writing to the headteacher of the kindergarten (Kindergarten Act, Section 50).

Staff members must inform parents and guardian of any infectious diseases in the kindergarten. Sick children must remain at home, and their parents must notify the kindergarten about the child's condition.

If a child requires, and is given medicines by a staff member, this must be done in accordance with municipal routines for medicine management in the kindergarten.

Kindergartens follow prevailing guidelines by the Norwegian Institute of Public Health.

16: Duty of confidentiality and the duty to disclose information

Kindergarten staff members are required to maintain a duty of confidentiality (Kindergarten Act, Section 20).

Staff members are required to disclose information to child welfare services, social services and municipal

health and care services as specified by these agencies. In these cases, they are not bound by the duty of confidentiality or workplace regulations (Section 44, 45, 46).

17: Police certificate of conduct

Those who work in the kindergarten, or regularly spend time there must present a satisfactory police certificate of conduct. Persons who have been convicted of sexual assault against children are prohibited from working in kindergartens (Section 30).

18: Insurance

All children in kindergartens are collectively insured in accordance with prevailing agreements for Horten municipality. This insurance covers children who are injured in accidents while participating any activity organised by the municipality.

19: Internal control

The kindergarten complies with regulations for internal control, in terms of privacy, health, environment and safety, fire protection and product control.

The headteacher of the kindergarten maintains internal control to ensure compliance with the provisions of the Kindergarten Act, Section 9. There are checklists and other routines in place in every kindergarten to ensure compliance with these provisions.

20: Amendments to the articles

The articles may be amended by the municipal board.

Amendments to the articles of association, due to changes in laws and regulations or municipal or central decisions, will be carried out administratively and sent to the main political committee for culture, development and volunteer services (HKOF) to inform it of the revisions.