

MUNICIPALITY OF HASVIK

BYLAWS FOR KINDERGARTENS IN THE MUNICIPALITY OF HASVIK

These bylaws were adopted by the Hasvik Municipal Council on 14/06/2018 in item 19/18 and take effect on 20/08/2018. This simultaneously repeals the bylaws of 17/06/2010, last amended on 02/05/2012.

Article 1 Ownership

The kindergartens are owned and operated by the Municipality of Hasvik.

Article 2 Management/operation

Kindergartens are part of the childhood and culture sector, and the head of childhood and youth services is the executive officer for the sector.

The head of childhood and youth services is the kindergarten authority, whereas the municipal council is the approval authority for the municipality's kindergartens.

Municipal kindergarten operations are subject to the Kindergarten Act; kindergarten regulations, including the Framework Plan for Kindergarten Content and Tasks; ministry guidelines; municipal decisions, including bylaws; municipal plans and procedures; and individual kindergarten plans.

Article 3 Purpose

Kindergartens shall contribute to a good childhood in line with the objects clause of the Kindergarten Act: *The Kindergarten shall, in collaboration and close understanding with the home, safeguard the children's need for care and play, and promote learning and formation as a basis for an all- round development. The Kindergarten shall be based on fundamental values in the Christian and humanist heritage and tradition, such as respect for human dignity and nature, on intellectual freedom, charity, forgiveness, equality and solidarity, values that also appear in different religions and beliefs and are rooted in human rights.*

The children shall be able to develop their creative zest, sense of wonder and need to investigate. 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 in accordance with their age and abilities.

The Kindergartens shall meet the children with trust and respect, and acknowledge the intrinsic value of childhood. They shall contribute to well-being and joy in play and learning, and shall be a challenging and safe place for community life and friendship. The Kindergarten shall promote democracy and equality and counteract all forms of discrimination.

Article 4 Kindergarten content

Kindergartens shall be a pedagogic enterprise. Kindergartens shall provide children with opportunities for play, self-expression and meaningful experiences and activities.

Kindergartens shall take into account the child's age, functional ability, sex, and social, ethnic and cultural background, including the language and culture of Saami children.

Kindergartens shall communicate values and culture, give children room to create their own culture, and contribute to all children experiencing joy and a sense of accomplishment in a social

and cultural community.

Kindergartens shall promote the curiosity, creativity and inquisitiveness of children, and offer challenges based on the child's interests, knowledge and skills.

Kindergartens shall promote a healthy and preventative lifestyle and contribute to reducing social differences.

Based on the Framework Plan for Kindergartens, the coordinating committee for each kindergarten shall prepare an annual plan for the kindergarten's instructional activities.

The kindergarten owner may make adjustments to the framework plan to suit local conditions.

Article 5 Parental contributions/collaboration

Article 5.1 Parents' council

The parent's council comprises the parents/guardians of all children, and shall work to promote their shared interest, contributing to a good kindergarten environment by improving collaboration between the kindergarten and the parents. If a cap on fees has been implemented pursuant to Section 15 of the Kindergarten Regulations, consent from the parent's council is required for any and all fees in excess of this cap.

The kindergarten owner, represented by the head, must ensure that any and all matters of significance are presented to the parents' council.

The parents' council comprises the parents/guardians of all children in the kindergarten, and will appoint an executive committee comprising a chair, deputy chair and secretary.

Section 5.2 Coordinating committee

Every kindergarten shall have a coordinating committee.

The coordinating committee shall comprise both parents/guardians and kindergarten staff, with equal representation for each group. The coordinating committee shall have 6 members: two representatives from the parents' council (chair and deputy chair), two representatives of kindergarten staff, and two representatives of the owner, which is the municipality. One of the owner representatives shall be appointed politically and the other shall be the head of the kindergarten, who shall also serve as the committee's secretary.

Sørvær oppvekstsenter shall have a joint coordinating committee for both the school and the kindergarten. On this committee, parents/guardians and staff from both the kindergarten and the school shall be represented. The principal shall be the owner's representative in matters concerning the school, and the head of the kindergarten shall be the owner's representative in matters concerning the kindergarten.

Article 5.3 Kindergarten-home collaboration

Kindergartens shall hold, at minimum, 1 parent meeting per year and invite parents/guardians to, at minimum, 1 contact meeting per semester.

Article 6 Collaboration with third parties

Article 6.1 Collaboration between the kindergarten and assistive services

In order to provide children and parents with a comprehensive service promoting a good childhood and development, the kindergarten must collaborate with other municipal services and institutions. A cross-disciplinary and comprehensive approach is key. Both parents and the kindergarten may need to collaborate with various assistive agencies, such as the public health service nurse, the Educational-Psychological Service (PPT) or child welfare services. In all such collaborations, compliance with Kindergarten Act provisions concerning confidentiality and disclosure and any other relevant regulations is required.

Article 6.2 Collaboration between the kindergarten and school

When a child is transitioning from kindergarten to school, the kindergarten collaborates with the school. The kindergarten annual plan must include plans for the kindergarten–school transition. With the consent of parents/guardians, the kindergarten will make any and all necessary information available to the school.

Article 7 Play and living areas

The available indoor play area for children shall be, at minimum, 4 m² net per child over the age of 3, and 5.3 m² per child under the age of 3.

Article 8 Food service

Kindergartens shall provide children with well-organized and healthy meals. Meals shall be an integrated activity, providing learning opportunities and promoting social development and general well-being.

Article 9 Kindergarten year

The new kindergarten year in the Municipality of Hasvik shall begin on the Monday closest to 20 August. The head of childhood and youth services will fix the date for the start of the kindergarten year in connection with preparing the kindergarten calendar.

Article 10 Opening hours

Municipal kindergartens shall ordinarily be open on all business days from 07:15 to 16:00. At most, kindergartens can be open 8 hours and 45 minutes per day.

Kindergartens shall be open on all business days, except Saturdays and public holidays. Kindergartens shall be open until 12:00 on Christmas Eve, New Year's Eve and the day before Maundy Thursday.

Local adjustments to opening hours may be made, but the maximum number of permissible open hours must not be exceeded. Parents should bring their child in to kindergarten before 09:30 on any given day.

Kindergarten staff shall have five planning days per kindergarten year. Kindergartens will not be open on these five planning days.

Article 11 Illness/absence

The kindergarten must be notified of any and all absence as soon as possible.
When children are sick, please comply with the guidelines for the kindergarten in question.

Article 12 Holidays

All children in kindergarten must take 4 weeks of holidays over the course of the kindergarten year. 3 of these weeks must be continuous and take place in the period between 01 June and the start of the new kindergarten year.

Parents/guardians must inform the head of the kindergarten by 30 April of when their child will be away for summer holidays.

The last holiday week may be taken as individual days, though not on kindergarten planning days.

Parents/guardians must inform the head of the kindergarten that their child will be taking a holiday at least one week in advance.

At least one of the municipality's kindergartens will remain open throughout the summer. This means that children may be offered kindergarten services from a different kindergarten than the one they usually attend.

In order for a kindergarten to remain open over the summer, at least 4 children must need the kindergarten's services.

Children who start kindergarten after 01 February must, at minimum, take 2 continuous weeks of summer holidays in the period from 01 June to the start of the new kindergarten year.

Holiday staffing levels will be adjusted to the registered need, but at least two members of staff must be working.

Article 13 Leave of absence

Leaves of absence from kindergarten may be granted for up to one full kindergarten year. An application must be submitted at least 2 months prior to the planned leave of absence.

Leaves for extended holidays, etc., will be granted without relief from payment.

You may apply for a leave of absence including a relief from payment if your child is continuously absent for an extended period of time due to hospitalization or admission to another health care institution, or in other special circumstances.

An application for such leave must be submitted in advance of, or as soon as possible after the absence.

Article 14 Admission

Article 14.1 Places

One child under the age of 3 counts as two places, one child over the age of 3 counts as one place. Children are considered to be over the age of 3 from, and including, the month of August the year they turn 3.

Hasvik kindergarten has up to 45 places.

Sørvær oppvekstsenter has up to 36 places.

Breivikbotn kindergarten has up to 36 places.

Children can be admitted to municipal kindergartens from age 10 months and they are eligible for a place in kindergarten until they start primary school.

Full-time places are permanent and admission lasts until approx. 19 August the year the child starts school.

Part-time places are only granted for one kindergarten year at a time, and a new application must be submitted every year.

Article 14.2 Primary admission

The Municipality of Hasvik has one annual primary admission round.

Available kindergarten places are listed along with SFO places, and the application deadline is 01 March.

Statutory rights to kindergarten admission only apply to the primary admission round: Children who turn one year old no later than by the end of August in the year a kindergarten place is being sought, are, upon application, entitled to a place in a kindergarten from August. Children who turn one year old in September, October or November in the year a kindergarten place is being sought, are, upon application, entitled to a place in a kindergarten by the end of the month when the child turns one year old. The child is entitled to a place in a kindergarten in the municipality in which it is domiciled.

Primary admission is based on the child starting kindergarten at the start of the new kindergarten year, around 20 August. If the parents/guardians want a later starting date for their child, this must be specified in the application.

Applications specifying a starting date after 01 December will be processed in a supplementary admission round.

Parents/guardians have the right to file a complaint against primary admission.

Article 14.3 Supplementary admission

Supplementary admissions are processed continuously, year-round. Supplementary admission processed applications for full-time/part-time places outside of the primary admission round, and there is no application deadline. There are no statutory rights to kindergarten admission in supplementary admission rounds. Nor do parents/guardians have a right to file a complaint,

except for against applications pursuant to Section 13 of the Kindergarten Act.

Article 14.4 Admission authority

Primary admission: Admissions are processed in April by the head of childhood and youth services, based on recommendations from the head of the individual kindergarten.

Supplementary admission: Supplementary admissions are processed by the head of the kindergarten in question.

Article 14.5 Admissions criteria

Priority in admission:

- Children with a statutory right to a kindergarten place, cf. Section 12a of the Kindergarten Act
- Children with disabilities, cf. Section 13, Subsection 1, of the Kindergarten Act
- Children who are the object of an administrative decision pursuant to Section 4-12 of the Child Welfare Act, cf. Section 13, Subsection 2, of the Kindergarten Act

In the further processing, the following criteria will be emphasized:

- Full-time places take priority over part-time places
- Children from families with serious illness or social challenges
- Children of single parents who are either working or pursuing an education
- Children in their final year before starting school
- Other relevant factors

Article 14.6 Complaints

After primary admissions, an applicant may file a complaint against being denied a kindergarten place. The applicant may also file a complaint if neither their first nor their second choice was granted.

In connection with supplementary admissions, the right to complaint is limited to applicants who have a statutory right to priority pursuant to Section 13 of the Kindergarten Act if they are not granted a place in the kindergarten in question.

The complaint must be filed within 3 weeks.

The complaint authority is the municipal executive board. Complaints must be addressed to the head of childhood and youth services. If the decision is not overturned, the complaint is forwarded to the executive board for processing.

Article 14.7 Part-time guidelines

Part-time places are only granted for one kindergarten year at a time, and a new application must be submitted every year.

As a norm, part-time places are for every other day. Parents/guardians must sign a written agreement with the head of the kindergarten, outlining how the part-time attendance will be executed.

Parents may choose to give the child a day off when the child is supposed to attend kindergarten. However, one cannot later make up days/hours off if one has chosen to keep the child at home.

Children with a part-time place pay a reduced fee.

If the kindergarten has surplus capacity, children who have a part-time place may buy additional

time as needed. If so, the child must be admitted for the days in question. The head of the kindergarten will establish a contract with the parents/guardians. This contract must be signed by both parties before the additional days can be used. Rates shall be determined by the municipal council.

Article 15 Termination

Kindergarten places may be terminated with one—1—month's notice from the first day of the following month. This means that if a notice of termination is given on, say, 20 February, the notice period will be from 01 March to 31 March.

A written notice of termination shall be submitted to the head of the individual kindergarten.

Parents/guardians must pay the fee for the notice period, even if the child does not attend kindergarten during this period.

Standard rules for notice of termination and payment apply even if the place was never used.

For children who are entitled to a place in kindergarten until they start school, and the child's parents/guardians do not want to take advantage of this right for the full period until school starts, the same rules for termination apply.

If parents/guardians want to reduce the time their child spends in kindergarten, they must terminate their current place and apply for a new place with the scope they want. The rules for termination therefore also apply if parents/guardians want to reduce the scope of their kindergarten place.

Article 16 Fees

Article 16.1 Fees

The fees parents pay are regulated by the Regulations concerning Parent Fees in Kindergartens. Fees are payable in advance to the municipality's finance department.

Invoices are issued from the assigned starting date.

Parents/guardians pay for the scope of the place their child has been granted.

Rates for full-time and part-time places, as well as rates for buying additional days, are fixed annually by the municipal council and may not exceed the maximum price cap established by the Government. The municipal council will also fix rates for meals. Meals in kindergarten are provided at cost.

Based on the principle of the mandatory 4-week/2-week holiday, fees for July are waived/halved.

Article 16.2 Default of payment

If the kindergarten fee is not paid on time, a reminder will be issued to the invoice recipient, and late fees and interest will be calculated.

If the fee goes unpaid for 2 months or more, the kindergarten place will be terminated by the head of childhood and youth services. Provided the outstanding amount is settled in full, or a payment plan is established with the municipality's finance department, within one week, the termination will not be enforced. If the terms and conditions of the payment plan are not upheld, the head of

childhood and youth services will issue another termination. Once enforced, the available place will be given to another child on the waiting list.

Article 16.3 Reduced fee

A sibling discount is offered to siblings who are registered as living at the same address and who attend municipal kindergartens. A 30-% discount is offered to child no. 2, and a 50-% discount is offered to child no. 3 any any additional children.

No household shall pay more than 6 % of its income for a kindergarten place. Parents/guardians may apply for a reduction in fees/free core hours, cf. the Government's guidelines for income and age limits for these schemes.

Children who speak a minority language, and who recently moved here, may apply for up to 10 months of free kindergarten.

Article 16.3 Charges

Parents/guardians who fail to pick up their child by closing may be charged an additional fee of NOK 100 for the first half-hour and NOK 200 for the next half-hour.

Article 17 Insurance

Children in kindergartens are covered by the Municipality of Hasvik's industrial accident insurance.

The kindergarten is not liable for objects lost or damaged in kindergarten.

Article 18 Staffing

Article 18.1 Staffing norm

The staffing norm is, on average, one adult per three children under the age of three, and one adult per six children over the age of three. Children are considered to be over the age of 3 from, and including, the month of August the year they turn 3.

Article 18.2 Pedagogue norm

The number of qualified kindergarten teachers per child shall correspond to the requirement established in the Regulations concerning Qualified Personnel in Kindergartens.

Article 18.3 Planning days

Kindergarten staff shall have up to 5 planning days per year. Up to three of these days shall be specified in the kindergarten calendar. The remaining two may be fixed by the individual kindergarten in consultation with the head of childhood and youth services, and parents/guardians are to be informed of it at least 3 weeks in advance.

Article 18.4 Police certificate

Anyone who working in a kindergarten must present a satisfactory police certificate, cf. Section 19 of the Kindergarten Act. This certificate must not be older than 3 months.

Article 18.5 Confidentiality

Kindergarten staff are subject to confidentiality provisions pursuant to Section 20 of the Kindergarten Act, cf. the provisions of the Public Administration Act.

Article 18.6 Duty to provide information

Kindergarten staff have a duty to provide information to social and child welfare services, cf. Sections 21 and 22 of the Kindergarten Act.