



BYLAWS FOR FRELSSESARMEENS BARNEHAGER, AUGLENDSDALEN.

§ 1 **Management of the kindergarten** (ownership etc.)

The Salvation Army Kindergartens (Auglendsdalen) are owned and operated by the Norwegian Salvation Army according to prevailing laws and regulations.

The owner may not collect dividends from kindergarten activities.

§ 2 **Purpose**

The kindergarten bases its activities on the Salvation Army's Christian outlook and the objectives laid out in Section 1 of the Norwegian Kindergarten Act:

The kindergarten shall cooperate with the child's home in a spirit of understanding to safeguard the children's need for care and play, and to promote learning and formation as a basis for comprehensive development. The kindergarten's activities are based on fundamental Christian and humanistic values, heritage and tradition such as respect for human dignity and nature, intellectual freedom, charity, forgiveness, equality and solidarity – values which are expressed in different religions and beliefs that are rooted in human rights.

Children will develop a sense of wonder and exploration and experience the joy of creating. They will learn how to take care of themselves, each other and nature. The children will develop basic knowledge and skills. They shall have the right to co-determination suited to their age and ability.

The kindergarten shall meet the children with trust and respect, and we recognise the intrinsic value of childhood. Our activities will contribute to well-being, joy in play and learning, and be an encouraging and safe place for fellowship and friendship. The kindergarten shall promote democracy and equality and oppose all forms of discrimination.

The Salvation Army kindergartens put special effort into leading children towards knowledge and experience based on Christian faith and tradition.

§ 3 **Admission of children**

Section 12 of the Kindergarten Act states that All approved kindergartens in the municipality must cooperate on the admission of children.

The municipality must facilitate a coordinated admission process, in which account is taken of the diversity and distinctive character of the kindergarten. Great importance must be attached to the wishes and needs of users in connection with the actual admission. The municipality has a digital admission application form that is used for admission.

Children who reach one year of age no later than by the end of August in the year in which a kindergarten place is sought are entitled, upon application, to receive a place in a kindergarten from August, pursuant to this statute with appurtenant regulations.

Children who reach one year of age in September, October or November in the year in which a kindergarten place is sought are entitled, upon application, to receive a place in a kindergarten by the end of the month in which the child turns one, pursuant to this statute with appurtenant regulations.

Children are entitled to a place in a kindergarten in their municipality of residence.

a) **Admission authority**

The Salvation Army kindergartens (Auglendsdalen) participates in the coordinated admission process for the Municipality of Stavanger. The owner of the kindergartens is the admission authority. This authority has been delegated to the kindergarten's head teacher.

b) Admission district

The Municipality of Stavanger is the kindergarten admission district. The child is entitled to a place at the kindergarten if he or she is legally domiciled in the admission district prior to the first day of kindergarten.

c) Admission criteria

- 3.1 Children with disabilities pursuant to Section 13 of the Kindergarten Act and children who are ensured a place pursuant to Section 4-4 of the Child Welfare Act
- 3.2 Siblings of children who have a place in the kindergarten
- 3.3 Children of employees of the Norwegian Salvation Army
- 3.4 Children of users of the Salvation Army's institutions
- 3.5 Children who have Auglendsdalen as 1. or 2. priority
- 3.6 Applicants based on seniority; see the Municipality of Stavanger's guidelines for place allocation

Where applicants are deemed to be equal, the choice can be made based on the age of the children or the composition of the group of children in the department or at the kindergarten, or the choice can be made by the drawing of lots between several applicants of the same age and gender.

d) Admission period

Children who are awarded a place in the Salvation Army's kindergartens will keep their place until middle of August (14.08) of the year the child begins school.

e) Admission deadline

The child's parents can relinquish the child's place with a two-month notice from the first day of the month. The kindergarten must be notified in writing, and payment is due throughout the notification period. The parents are required to pay for the remainder of the year if the parents relinquish the place after the first of April.

f) Right of appeal

Applicants have the right to appeal a decision made by the kindergarten; see the Regulations concerning the Rules of Procedure for Kindergarten Admission.

§ 4 Parents' fees

The Salvation Army's kindergartens (Auglendsdalen) comply with prevailing rules and rates for kindergarten fees for the Municipality of Stavanger.
Some extra costs will come in addition to that.

a) Terms of payment

Payment is due immediately after the child has been awarded a place in the kindergarten. Payment is due on the first day of each month. The parent's fee is paid in advance of each payment term. The annual fee is distributed across 11 months. There is no payment for August. Parents/guardians are obligated to take the child out of kindergarten at least 4 weeks in the course of the kindergarten year, in addition to the kindergarten planning days.

b) Determination of kindergarten fees

The kindergarten fee is set according to criteria established by the Municipality of Stavanger and in line with the *Regulations concerning Parent Payments for Kindergartens*.
The rate is based on the combined total yearly income of both parents. *Parents* means the parent(s) who live together with the child/children. If the child lives with one of the parents, and this person has a new spouse/partner, the spouse's/partner's income is included in the total yearly parental income.

New placements:

The parents must submit an application to the municipality if they wish to receive a reduced fee, as soon as the place has been awarded.

Children who already have a space in the kindergarten:

The parents must submit the digital application to provide information about their estimated yearly income to the municipality at the beginning of each year to receive the reduced fee.

- Failure to apply a reduced fee will result in automatically being placed in the highest payment group.
- Applications that are submitted after this deadline will not take effect until the following month.
- Parents/guardians are obligated to inform the municipality immediately about any changes in income that can influence the basis for calculations. The change is made effective from the following month.

c) Sibling discount

Sibling discounts are granted according to the municipal guidelines.

d) Defaulting on payments

A late payment fee, payment reminder fee and overdue interest will be charged on late payments. Defaulted payments will be collected via a collection agency.

Failure to pay the kindergarten fee may result in the loss of the placement. This applies to defaulting on payments according to our accounting routines and/or repeatedly picking up a child late, after the kindergarten's closing time based on the kindergarten's official schedule.

A fee of NOK 200.00 per commenced half-hour will be imposed after the 2nd late pick-up within one calendar year; please read our kindergarten routines.

§ 5 Play and living spaces

The kindergarten complies with municipal norms for the use of indoor and outdoor areas at the kindergarten, which is 4 m² per child over the age of 3 and 5.3 m² for children younger than 3.

§ 6 Opening Hours

The kindergarten is open Monday to Friday from 07:00 – 16:30.

The kindergarten will close for 3 weeks in the summer and for 5 planning days each year. The kindergarten is closed Saturdays, Sundays, public holidays, religious holidays, Christmas and New Year's Eve and Wednesday before Maundy Thursday.

Children are required by law to take 4 weeks of vacation in the course of the year, of which 3 weeks must be taken during the summer.

The kindergarten premises can be used for other meetings and activities as long as this does not hinder the kindergarten's daily operations. The head teacher is responsible for external rental and use.

§ 7 Administrative board

The Salvation Army kindergartens are managed by a common administrative board. The chairperson, deputy chair and other board members are appointed by the Executive Board at the Salvation Army for two years at a time, with the exception of the employee representatives. Employees are represented by one elected representative on the administrative board.

The chairperson of the Salvation Army's kindergartens will attend the administrative board meetings and has the right to suggest issues for the agenda, has the right to speak and shall act as the board's secretary.

The board shall attend to the obligations and tasks of the owners, and approve the kindergarten's Bylaws, financial statements and budgets and be informed about the kindergarten's annual plan.

§ 8 Coordinating committee

According to Section 4 of the Kindergarten Act, the coordinating committee must be an advisory, contact-promoting and coordinating body.

The coordinating committee shall discuss issues of importance for the content and operations of the kindergarten and the kindergarten's relationship with the parents. The committee shall set the annual

plan for the kindergarten's educational activities, as well as be informed about budgets and bookkeeping issues.

The coordinating committee consists of two representatives selected by the parents, two staff members and up to two representatives appointed by the owner.

The kindergarten's head teacher will prepare the agenda and participate as the secretary with the right to offer suggestions and the right to speak.

§ 9 Parents' council

According to Section 4 of the Kindergarten Act, the kindergarten will have a parent council consisting of parents/ guardians of the children in the kindergarten.

The parents' committee shall promote their common interests and help to ensure that the collaboration between the kindergarten and the parents as a group fosters a good environment in the kindergarten.

The parents' committee has the right to be heard concerning matters of importance to the parents in relation to kindergarten activities.

For voting on the parent council, each child represents one vote. Standard rules for majority decisions shall apply.

§ 10 Employment

The board is responsible for employment. The chairperson shall hire the head teacher. The board will approve the hiring of the head teacher.

Other employment responsibilities are delegated to the head teacher, who must inform the chairperson of new hiring and discuss his or her recommendations before any appointment is made.

The chairperson should be informed about any new hiring.

The head teacher and pedagogical leader shall have completed an education in accordance with the Kindergarten Act.

Staff have a duty of confidentiality and shall submit a certificate of good conduct issued by the police prior to commencing employment.

§ 11 Internal control

The kindergarten is required to carry out internal controls; cf. Internal Control Regulations and yearly checklists.

Routines and procedures are described in the Salvation Army's quality assurance system – common section and professional section for kindergartens.

§ 12 Health conditions

A health certificate must be submitted for every child at the kindergarten, prior to the first day of kindergarten.

Children with fever must be kept home, as well as children with impaired general health who are unable to participate in daily kindergarten activities.

Please notify the kindergarten when your child becomes sick.

The kindergarten staff will determine whether a child is well enough to participate at the kindergarten, either with respect to the child or out of consideration for the other children.

§ 13 Implementation and changes to the Bylaws

Changes to the Bylaws for Salvation Army's kindergartens (Augsdalen) shall apply as of 19.09.19. Changes and modifications are made pursuant to the provisions of the new Kindergarten Act and its Regulations of 01.10.18.

Changes to the Bylaws may only be made by the owner after the coordinating committee has been given the opportunity to make a statement regarding the changes. The new bylaws shall be sent to the Municipality of Stavanger and the County Governor of Rogaland, for their information.

The owner may also determine that the facility be closed down, and how assets in such a case would be utilised.

Changes to these Bylaws must be approved by the administrative board for the Salvation Army's kindergartens.