



*Parents must
be heard in
kindergarten
matters*

*A brochure about how the director can
help parents to be active and engaged
participants in kindergarten matters*

Promoting common interests for the best of the child

Legislation

Collaboration between the home and kindergarten is established in the Kindergarten Act:

Section 1: PURPOSE

“The kindergarten must, in collaboration and close understanding with the home, safeguard the children’s need for care and play, and promote learning and upbringing as the basis for an all-round development.”

Section 4. PARENT COUNCIL AND COORDINATING COMMITTEE

“In order to ensure collaboration with the children’s homes, each kindergarten must have a parent council and coordinating committee.”

“The owner of the kindergarten must ensure that the parent council and the coordinating committee are informed about important matters.”

“It is essential that there is a forum where all parents can meet and exchange ideas about kindergarten and discuss with each other.”

The parent council shall:

- Promote common interests
- Promote cooperation between the kindergarten and the parents to create a good environment in the kindergarten
- Elect representatives to the coordinating committee

The coordinating committee shall:

- Have an equal number of representatives from parents, staff and the owner
- Be an advisory, network-promoting and coordinating agency

The FUB recommends

The director’s duties in relation to the parent council and coordinating committee are to:

- Initiate meetings and encourage cooperation
- Inform about relevant matters
- Hold regular meetings
- Receive and forward input from parents

Important matters must be discussed with the parents

Good information

Starting in kindergarten is a major transition for parents and their children, and parents are naturally most concerned with their own child to begin with. If parents are to be an equal and active partner with the kindergarten, they must receive good information about their rights and responsibilities in the parent council and coordinating committee right from the start.

FUB recommends the establishment of a parent working committee (FAU - Foreldrenes arbeidsutvalg) for parents elected to the parent council. FAU can speak for and implement the interests and ideas of the parents.

Good framework

A good framework is needed for the duties of the parent working committee and coordinating committee in order to create interest and activity. Here are some ideas that can structure the work:

- Rules for the parent council and the coordinating committee
- Annual cycle plan with regular events/meetings
- Make a plan for the year's meetings and the first meeting
- Quality assure election routines: Routines for who is elected and how. For example, that new parents first become familiar with the kindergarten before being elected or that they are initially elected as deputy members
- Meetings: Where, How, How often, with Whom
- Consider that the composition of different forums should be varied, for example when it comes to interests, background, affiliation, place of residence and experience of the kindergarten parents
- FAU duties should preferably be organised into different groups of parents so that the work to arrange activities is distributed
- Meeting rules
- Procedure:

Parent council > FAU > Coordinating committee > Owner

In municipal kindergartens: administration > political governance
In privately owned kindergartens: Owner/company/organisation

Ensure good cooperation by creating a good collaborative environment based on openness and trust. Establish good routines for addressing matters and dealing with complaints.

Rules (articles of association)

The Parent Council of Vilberg Kindergarten in the municipality of Eidsvoll has drawn up rules and an annual cycle plan for its work:

Section 1 – THE PARENT COUNCIL

All parents who have children in kindergarten are members of the parent council. This council shall ensure good cooperation between the home and the kindergarten, and facilitate for the children's well-being and positive development.

Section 2 – FAU

The parent working committee (FAU), elected by the parent council, is the executive body of the parent council. FAU is the link between the parents and the kindergarten. It shall ensure that parents participate and contribute effectively, and has co-responsibility for ensuring that the children have a safe and good learning environment.

Section 3 – ELECTIONS AND FORMATION

The election of a new FAU takes place in the parent meeting when a new year in the kindergarten begins. The FAU is formed in the first meeting and elects the leader, treasurer, secretary and members of the board, and representatives for the coordinating committee.

Section 4 – COMMITTEES

Sub-committees under FAU may be elected to work with specific duties or projects.

Section 5 – MEETINGS

FAU has meetings six times in the course of the kindergarten year or whenever at least three members demand a meeting.

Section 6 – DUTIES

- Work for good collaboration between the home and kindergarten
- Arrange theme nights, discussion meetings for the parents about relevant kindergarten matters
- Arrange voluntary spring and autumn cleaning

*Talk together
more often*

Section 7 – FINANCES

FAU has the right to manage revenue from events arranged under the direction of the parent council/FAU. Funds may only be granted for purposes that directly benefit the children in the kindergarten.

Section 8 – DUTY OF SECRECY

Sections 13 to 13 f of the Public Administration Act about the duty of secrecy apply to parent contacts and members of the advisory bodies of the kindergarten (section 20 of the Kindergarten Act).

Section 9 – AMENDMENTS TO THE RULES

The rules must be reviewed once a year. Any proposal for amendments must be submitted in writing to FAU. The amendments will be raised in meetings and will either be adopted or rejected by the parent council.

ANNUAL CYCLE PLAN

MONTH	ACTIVITY	
September	FAU meeting	
October	Voluntary autumn cleaning	
November	FAU meeting	
December		
January	FAU meeting	Coordinating committee (CC) meeting
February	Activity day	
March	Application swim action	FAU meeting
April	Voluntary spring cleaning	CC meeting
May	Parent meeting	FAU meeting
June	End of year celebration	
July		
August		



Kindergarten matters

The parents must receive information from the kindergarten about relevant matters. Here are examples of what may be discussed in the parent council and the coordinating committee:

- Budget, accounts
- Operations
- Quality in the kindergarten
- Values
- User surveys
- Staffing
- Organisation of the kindergarten
- Opening hours
- Kindergarten summer closing
- The use of substitute staff
- Psychosocial environment
- Safety in the kindergarten



Relevant matters especially mentioned in the legislation include budgets, operations and use of the kindergarten grounds/facilities.

The parent council must:

- Discuss questions about parental payment above the maximum price

The coordinating committee must

- Comment on any exemption from the norm for educational staffing
- Adopt the annual plan

It may at times be difficult to know whether a case is the responsibility of the parent council/coordinating committee.

A rule of thumb may be that if the case only concerns your child, you may raise it with the educational supervisor or director. If the case appears to concern several children or parents, or involves a matter of principle, it may be raised in the parent council or coordinating committee.



Tips

Tips to parents elected to a council or committee position


- Be engaged for the good of all
- Have a binder where you collect all information about activities and meetings
- Arrange special meetings for parents about relevant topics they are interested in and which may be useful to discuss.
- Have regular meetings with the kindergarten director

Tips to the kindergarten director

- Be open and receptive
- Give good and comprehensive information about the council and committees, for example in the first meeting with new parents
- Have regular meetings with the leader of the parent council
- Encourage the parents to hold their own meetings
- Give a key to the kindergarten to the leader of the parent council
- Use the parent working and coordinating committees actively

Tips to the kindergarten owner

- Participate in the coordinating committee meetings
- Be informative, receptive and engaged
- In municipal kindergartens where the owner usually is politically represented in the committee, the representative must be knowledgeable in the kindergarten field and represent the owner effectively, being able to provide information and answer questions



*The better the relations
between parents
and staff, the better
the relations between
staff and children*



**For more tips go to
the FUB website:
www.fubhg.no**

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